



VANCANCY ANNOUCEMENT

POSITION: STATE COORDINATOR- NGO FORUM (1)

Job Purpose

The South Sudan NGO Forum is a voluntary, independent networking body of currently 263 national and 116 international NGOs that supports its members to effectively respond to the humanitarian and development needs and demands in South Sudan. The South Sudan NGO Forum supports its members in the principled and effective delivery of humanitarian and development assistance so that members continue to save lives and improve lives in South Sudan. All members of the NGO Forum strive to provide professional assistance to the South Sudanese people regardless of ethnic background, political affiliation, or religious belief.

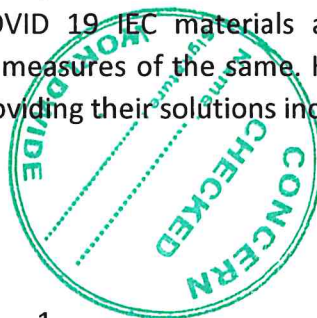
The South Sudan NGO Forum realizes its mission through a number of functions: information sharing and coordination, security advising and crisis management, external engagement, policy engagement, NGOs networking and capacity enhancement.

The South Sudan NGO Forum is committed to ensuring that the rights of people to live free from harm and abuse is respected across the humanitarian and development sectors throughout South Sudan. The Forum is therefore dedicated to supporting all its members to have the necessary knowledge, capacity and support to uphold their responsibility for safeguarding.

The State Coordinators' positions support delivery of key results under 'Coordinated support to the NGO Forum members to improve and save lives' funded by South Sudan Humanitarian Fund (SSHF) to support NGOs activities in the selected states.

Job Summary

South Sudan NGO Forum is seeking to recruit 4 State Focal Points to be based in Bentiu, Bor, Malakal and Wau. The incumbent will coordinate all activities at the state level, related to PSEA, Security incidents reporting and coordinate meetings with relevant state actors, OCHA and NGOs to tackle bureaucratic access impediments and arising issues to ensure continuity of NGO work in the states. The post holder will provide relevant contextual insight as it relates to culture, social norms and local accountability mechanisms at the state level. The incumbent will also oversee the distribution of COVID 19 IEC materials and hold workshops on sensitization to community on preventive measures of the same. He/She is expected to be proactive in anticipating challenges and providing their solutions including cascading them to the Project Officer in Juba.



Main Responsibilities

1. PSEA and Gender integration

- Support the delivery of scoping assessments to determine the needs, gaps, risks, capacity and readiness of NGO Forum members in relation to PSEA, Bureaucratic Access Impediments safety and security with a focus on policies and procedures, human resources, reporting/investigation and risk management.
- Mapping referral pathways for PSEA in a bid to identify actors where perpetrators and victims to PSEA can be provided with support.
- Support the Project Officer in creating an action plan jointly with NGO Forum members for the realization of the PSEA and safeguarding aims, in line with the priorities and needs from assessments undertaken.
- Together with the Project Officer, support NGO Forum members to create, adapt, or strengthen PSEA policies, as needed.
- Ensure members have up to date PSEA documentation and databases.
- Act as the secondary focal point (Project Officer will serve as the primary focal point) for the NGO Forum on matters relating to safeguarding and Protection from Sexual Exploitation and Abuse (PSEA).
- Support the Project Officer in advancing the NGO Forum's agenda for safeguarding in South Sudan, through regular engagement with national and international NGOs, government stakeholders, and communities as appropriate.
- Support the Project Officer efforts of collaborating with UN and donor Agencies on PSEA issues and priorities as necessary and appropriate.

2. Bureaucratic Access Impediments and Security and Safety advising:

- Coordinate state activities with NGO Forum members especially on identifying any access impediments that hinder humanitarian operation.
- Document all reported BAIs at state level and how they were tackled to create a learning database
- Liaise with state interlocutors and such as OCHA, RRC and local authorities and others to tackle state level impediments.
- Conduct coordination workshops with NGO forum members to address key bureaucratic and access impediments and agree on an action plan for tackling these issues at local level.



- When necessary escalate such cases to the Humanitarian Affairs Officer in Juba to tackle and provide advice where necessary.

3. Capacity Strengthening

- Provide sustained and hands-on technical advice to members on the design, implementation, monitoring and evaluation, learning and feedback mechanism for their PSEA Systems.
- Contribute to the development of PSEA products, Gender integration and training plans for NGO Forum members.
- Contribute to adapting PSEA/safeguarding materials for members of NGO Forum in collaboration with the national PSEA Taskforce
- Together with the Project Officer, co-facilitate training and capacity strengthening of members on safeguarding issues through direct provision of training or identifying and linking members to other organizations to support with training.

4. Oversight and Compliance

- Provide sustained and hands-on support to the NGOs carrying out their PSEA and safeguarding action plans.
- Contribute to the development of minimum safeguarding standards for the NGO Forum members and monitor compliance with the standards.
- At the request of NGOs, carry out regular monitoring visits to the field, to capture and distil learning on the delivery of the project.

5. Reporting

- Support the development of high-level updates for the NGO Forum and its members on the project.
- Support the development of donor reports in a timely manner.

Emergency response

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and the South Sudan Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization.



Person's specification:

- Bachelor's degree required in development, law, human rights, social sciences, or other relevant discipline
- At least 2 years of NGO work experience— either international or national – preferably with a special focus on community based programming;
- Experience in frontline program delivery including program planning, budgeting, monitoring and learning and close out
- Understanding of trends in PSEA, Bureaucratic Access Impediments and Safety and Security advising, including donor requirements and changes in the development/humanitarian landscape
- Exceptional training and mentoring skills, with proven experience in planning and facilitating training for diverse audiences
- Experience in gender integration and strong knowledge of the intersection of gender with safeguarding
- Experience in applying and training on survivor-centered approaches
- Skills in using Microsoft suite of applications, including at minimum Word, Excel and PowerPoint

Competencies:

- Demonstrated understanding of humanitarian operations and development issues;
- Demonstrated ability to draft concise and informative copy in English for a range of uses from detailed progress reports to media releases;
- Demonstrated ability to analyse complex information and to draw out the key points and issues and to present these in a way that can be easily understood;
- Able to work independently to identify information and knowledge sharing opportunities and to engage a wide range of colleagues in realizing these opportunities;

Planning and Organizing

- Demonstrated ability to focus on impact and results;
- Demonstrated ability to develop clear goals that are consistent with agreed strategies;
- Effectively identifies priority activities and assignments;
- Adjusts priorities as required, monitors and adjusts plans and actions as necessary
- Foresees risks and allows for contingencies when planning;
- Uses time efficiently and meets deadlines.



Communication

- Speaks and writes clearly and effectively;
- Able to handle complex information and data and convey clear messages;
- Excellent writing skills
- Able to adapt content and style for different audiences.

Teamwork

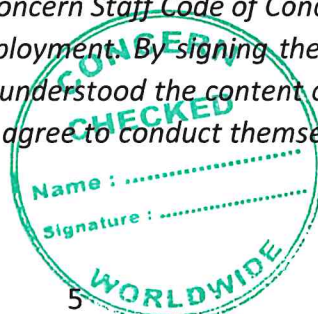
- Works collaboratively with colleagues to achieve organizational goals;
- Builds and sustains relationships with key constituents (internal/external/bilateral/multilateral/public/private).

Leadership and Self-Management

- Shows initiative
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Knowledge Management and Learning
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Shares knowledge and experience.

Concern Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.



HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs of not more than 4 pages and a copy of their nationality ID to: **HR Department – Juba Office, Concern Worldwide South Sudan head office located at Tongping, Airport Road Opposite Ebony Bank , not later than 6th August 2020** or email it to; vacancies.juba@concern.net
2. The position is open only to South Sudanese nationals only.
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.
4. **A detailed Job description will be provided to the successful candidate at the time of appointment**

