



VACANCY ANNOUNCEMENT

Terre des Hommes Foundation (Tdh) is an international NGO focused on Child Rights. To support the development of its projects in Yei River State, Tdh is encouraging applications from South Sudanese nationals for the role of:

PSYCHOSOCIAL SUPPORT OFFICER

Duty station: Yei River State

Starting Date: 20th of November 2019

SUMMARY: Under the direct supervision of the Education and Child Protection Project Manager, the PSS Officer supervises the daily organization, implementation and monitoring of the PSS teams of Child Friendly spaces in Mugwo and Otego counties, and the PSS Emergency Mobile Team. The Officer will support the Team Leaders of these spaces in the provision of community-based psycho-social activities and management of the spaces where activities are implemented. The PSS Officer will work collaboratively with the Child Protection Officer to ensure collaboration within the Child Protection programme and is expected to represent Tdh and attend all relevant coordination meetings within Yei. He/she will also be responsible for the documentation, monitoring and reporting of the PSS activities. He/ she will participate to training and will be responsible to instruct and coach the child protection staff and volunteers.

He/she works in complete line with the Child Protection program strategy defined for the intervention. He/she will conduct his or her duties in respect of the Charter of Terre des Hommes and the Tdh Safeguarding Policy.

Duties and Responsibilities

Team Management & Human Resources Management

- Participate in the identification, recruitment, training and management of program staff;
- Participate in ensuring a positive working environment and good team dynamics (solve out potential conflicts) and follow the staff under his/her direct responsibility on a regular basis. Develop his/her subordinates' self-reliance and encourage collaboration within the teams;
- Create conditions for a good flow of operational information (verbal exchanges, e-mails, sitreps, reports, etc.);
- Conduct staff meetings with own team and participate in CP staff meetings with line manager. Ensure tasks are well delegated between team members;
- Approve and manage annual leaves and other leaves of staff under his/her management, with the approval of the line manager and/or Project Manager.

Project Management

- Support in the development, implementation and monitoring of the Child Protection project, in relation to PSS activities and friendly spaces, in accordance with objectives, activities and targets outlined within current donor proposals and in line with program budgets;
- Develop the community-based PSS approach with line manager and the identification of suitable locations for activities based on needs and priority areas of intervention;
- Consult with community members on program design and construction of spaces;. Ensure construction of Child Friendly Spaces are done in time, and with meeting with minimum standards;

Approved





- Supervise and coordinate the roll-out of PSS activities within the Child Friendly Spaces, aiming at improving the well-being and strengthen the resilience of children and their families.
- In collaboration with M&E Officer, ensure the accurate and timely registration of target groups in Friendly Spaces and entry into databases for attendance tracking;
- Ensure that WGFS meet standards of GBV prevention and response mechanisms, and are informed by SOPs for GBV programming;
- Provide regular guidance on PSS activities to teams, in accordance with the standard tools and procedures, using available PSS and GBV manuals from national cluster, Tdh resources and other available resources;
- Ensure that protection concerns and psycho-social concerns of children attending CFS and women and girls attending WGFS are identified, registered and cared for in a timely and confidential manner, though internal referral to case management or access to service providers;
- Ensure that activities are appropriately monitored and evaluated as per the monitoring plans for each project, including the preparation of evaluations and CRM along with the M&E Officer. Assess the psychological, social and emotional well-being of children and adolescents and women in locations;
- Fulfil reporting tasks for multiple projects and donors, as specified under the guidance of the line manager;
- Follow work plan of the program and supervise team leaders' weekly and monthly work plans;
- Ensure mechanisms for strong flow of communication and collaboration with outreach and case management teams, to ensure communities have good understanding of Tdh activities;
- Support team leaders to manage teams and ensure all quality delivery of activities to children, girls and women.
- Demonstrate and exemplify best practices around confidentiality, gender sensitivities and GBV issues, and best interests of children when supervising teams.
- Follow up on the Child Protection situation in South Sudan, particularly in Yei, and activities' impact and propose adjustments of the project strategy if needed;
- Identify logistic and admin support needs related to the program and communicate these to the relevant log/admin support person(s)
- Prepare timely purchase requests in line with the project needs
- Support required actions by the administration related to protection team management and supervision
- Assist in emergency interventions for newly displaced people, including quick mobilization of emergency PSS activities, identifying at risk children and conducting PFA for all IDPs;
- Report grave violations against children to the MRM, through team leader or other managers;
- Perform any other tasks as assigned by line manager relevant to the position



Coordination

- Represent Tdh and participate in all relevant coordination meetings and ensure minutes of meetings are kept and shared with line manager;
- Ensure that other actors are aware of PSS activities and locations of friendly spaces;
- Liaise strongly with key stakeholders such as government representatives at State level for Ministry of Gender, Child and Social Welfare and other local authorities to keep them informed of activities and work together on cases when needed;
- Ensure good networking and communication with key protection actors, as well as service providers to enable smooth referral pathways for case management;
- Coordinate with other actors working in the same location and inform the line manager on the latest development of the project, the location and targeted population

Capacity Building

- Train program staff to effectively deliver the activities they are responsible for: Train team leaders on PSS activities and on supervision skills. Train community-based PSS volunteers on children's activities, on modules relevant for target group;
- Review activity plans for PSS teams and advise on areas of improvement to ensure target groups are given life skills and modules relevant to their protection needs and to child development.
- Plan and deliver relevant trainings on Child Protection issues to stakeholders within the program activities;
- Supervise technical capacities of PSS teams in order to develop skills needed and identify areas in need of further training;

Other Duties and Responsibilities

Carry out any other duties and responsibilities which may be assigned by the management. A high degree of flexibility on the part of the staff is expected.

Experience Requirements

- University degree in psychology, child development, Education, social work, or a relevant field
- Knowledge of international humanitarian response
- At least 3 years' experience in a similar position with an International or National NGO
- Strong project management and coordination skills
- Experience in managing a team
- Proven knowledge and experience in child protection and gender-based violence in humanitarian programming.
- Previous experience in preparing training packages & providing capacity-building/trainings
- Excellent written and spoken English
- Previous experience working with databases would be highly appreciated.
- Excellent writing, reporting and communication skills and IT skills
- Ability to work in an intercultural environment
- Dynamic, motivated, patient and diplomatic.
- Flexible. Ability to work under pressure



Application modalities:

Please indicate the **vacancy position** announced in the subject line of the email OR on the sealed envelope and submit a updated CV in English with a Cover letter with your intent to apply for the job, copies of certified academic and professional qualifications and other relevant documents **before 13th November 2019** to tdhsshra@gmail.com or bring the document to the Tdh Yei Office located inside ECSS Guesthouse, Old Mission Road, Yei by the closing date.

Interviews and tests will be conducted in Tdh Yei or Juba office. Interviews in Tdh Yei office. Only short-listed candidates whose application responds to the above criteria will be called for an interview and a written test.

At least two professional references are required.

Qualified women candidates are highly encouraged to apply.

Clearly with the title indicated, "PSS Officer".
Closing date is November 13th, 2018.

Tdh's recruitment and selection procedures reflect our commitment to protect children's rights, which includes the prevention of all forms of child abuse. Tdh is an equal opportunity employer.

Submitted documentation will remain Tdh properties (do not submit originals).