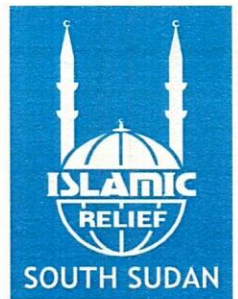


50.4.3

Approved

25/7/2022



22nd July 2022

RE. JOB ADVAERISMENT

BASE LOCATION: Kapoeta with frequent travel to IRSS field offices

TITLE: Gender Assistant

REPORTING TO: Gender officer, field coordinator

Matrix Managed:

LINE MANAGEMENT RESPONSIBILITIES: GBV caseworkers and volunteers

BENEFICIARIES AND CHILD SAFEGUARDING:

Level 3: The role holder will have contacted response and protection activities with all types of beneficiaries including those with disabilities and children and/or young people *either* frequently (e.g. Daily / week or more) *or* intensively (e.g. four days in one month or more or overnight).

ROLE PURPOSE:

Reporting to, the Gender Officer will ensure the IRSS programs achieves the Gender Equality outcome results and is of high quality, mainstreams gender approaches by documenting and utilizing learning and knowledge from within and outside of Islamic Relief South Sudan to develop/design and improve programs to achieve high impact.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Responsibility for Resources: None.

KEY ACCOUNTABILITIES:

1. Supporting development and implementation of Islamic Relief South Sudan projects on protection Gender Equality outcome results (35%)

- Support all Gender and protection result activities for Islamic Relief South Sudan to ensure the projects achieves its gender outcomes.
- Support and take a leading role daily and implementation of the Project Gender Strategy using collaborative methods to work with IRSS.
- Manage and update case management process for GBV of the gender analysis and strategy to deliver on the Gender Equality outcomes outlined including the Capacity Building plans to beneficiaries and case workers.
- Ensure mainstreaming of gender and protection approaches in the MEAL system design and implementation with support from the MEAL Coordinator and H
- Support gender related tools development, testing, and management that will ensure timely and user-oriented gender related data collection and reporting.
- Promote and support the dissemination of gender related Program information among the Program team.
- Contribute to concept and proposal development in gender, livelihood, and other IRSS thematic areas.



MAIN OFFICE
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WAU OFFICE
Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE
Along the Warrap - AK67 Road
Tel: 0920522368

KAPOETA
Narus Compound
Diocese of Torit
Tel: 0925609594

Website: www.islamic-relief.org
RRC Reg No.051



- Contribute to the gap analysis in the areas of livelihoods, protection and GBV and Humanitarian response in South Sudan.
- Represent Islamic Relief South Sudan and the Projects in various gender meetings, networks and opportunities to support the project.
- Liaise with the Head of Program and protection coordinator to share models, tools and best practices for the project.

2: Reporting, Documentation, Knowledge management and Learning support (25%)

- Coordinate and guide case workers and volunteers in their GBV and protection and gender equality results reporting and documentation responsibilities. Ensure that the reporting meets the evidence and communications needs of IRSS.
- Keep up to date project gender GBV related data and reports for reference by the program team as well as other stakeholders.
- Provide gender outcomes data for internal and donor reports as well as internal documentation and reporting systems.
- Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.
- Provide technical support in filling in the Gender marker accurately during reporting and designing new projects for layering on the existing ones.

3: Capacity building of staff and partners and technical Support on Gender Equality Results outcomes (35%)

- Conduct regular and mentorship to GBV case workers and other responses junior staff locally with community.
- Facilitate the active participation of partners in the design and implementation of the gender analysis and gender strategy
- Conduct trainings on PSS, case management and general protection and safeguarding
- Together with Head of Program and Gender Coordinator design and implement a gender outcome capacity strengthening strategy based on a participatory capacity assessment and capacity strengthening and building plans.
- Guide and support in the implementation of the Gender strategy and any other agreed gender equality results in line with Program proposal/Design.
- Support in conducting gender equality targeted evaluations, including design, support in data collection, management and analysis working closely with the MEAL Coordinator.
- Contribute to the development of project annual operating plan, ensuring alignment of the gender equality results with program approach and achievement of annual target indicators.





PERSON SPECIFICATION

Qualifications

- A Bachelor's degree/diploma in a relevant area, e.g. gender studies, social sciences, international relations or development studies.
- Additional courses in GBV, women and child protections, trauma healing PSS and life skills.
- At least 2-3 years of relevant professional experience in coordination, planning, integration, advocacy for/in gender equality and women's empowerment; experience in humanitarian settings and with humanitarian clusters required;
- Extensive technical knowledge regarding gender protection and safeguarding in humanitarian action, GBV, such as humanitarian planning and implementation instruments and processes, would be a strong asset;
- Advanced Conversational skills in English and Arabic as local Eastern Equatoria language will be of advantage.
- Skilled in the following competencies: Leadership, Accountability, People management, Team work & Collaboration, Beneficiary & Client focused.
- Be knowledgeable of survivor centered approach and case management
- At least vast experience of, child protection, girl shine and clinical management of rape and psychosocial support humanitarian programming.

ATTITUDES:

- Understanding of country cultural diversity and respect to others.
- Committed to Islamic Relief Worldwide values and code of conduct
- Strong interpersonal skills, a team player coupled with capacity building skills & experience, and experience in managing multicultural teams.
- Proactive and takes initiative.
- Willing and able to travel to field locations for up to 70-80% of role

Desirable:

- Experience and skills in project planning.
- Experience in designing and facilitating training and mentoring of staff.
- Experience working with on farm livelihood like agriculture, livestock (pastoralist communities).

How to Apply: Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.or.ke not later than the deadline of 11th August 2022 at 4.00 p.m. local time. Interested and qualified candidates are requested to send their applications through: IRSS.Recruitment@islamic-relief.or.ke. OR drop a hand



delivered copy of their application to Islamic Relief South Sudan- Juba and Kapoeta East -Naruse Office before the deadline of 11th August 2022 at 4: PM

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

