

## TERMS OF REFERENCE

|                                |                                                                                                                        |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Position:</b>               | GBV, Gender and Inclusion Associate                                                                                    |
| <b>No of Positions:</b>        | One (1)                                                                                                                |
| <b>Position grade:</b>         | TBC                                                                                                                    |
| <b>Duty station:</b>           | Bentiu                                                                                                                 |
| <b>Application start:</b>      | 02 October 2026                                                                                                        |
| <b>Application end:</b>        | 21 October 2026                                                                                                        |
| <b>Contract start:</b>         | As soon as possible                                                                                                    |
| <b>Length of the contract:</b> | Three (3) months, with the possibility of extension subject to funding, operational needs and satisfactory performance |

*Approved by  
Senior Inspector  
GMR, PS & HRD  
Unity State-GUI*

## OVERVIEW OF CTG GLOBAL

CTG supports and manages humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

## OVERVIEW OF THE POSITION

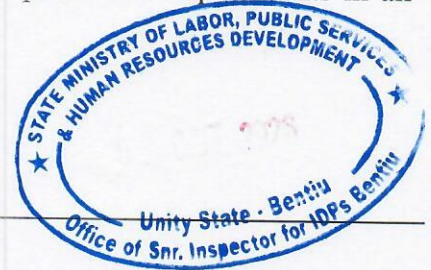
Under the direct supervision of the Protection Officer, the GBV, Gender and Inclusion Associate will support the day-to-day implementation of GBV, gender equality, inclusion and protection mainstreaming activities in Bentiu/Rubkona, across durable solutions programming and support to communities in the IDP site. The Associate will assist with assessments and safety audits, community engagement, awareness raising and capacity building, and support women's associations to strengthen their leadership and participation. Working with relevant programme teams, the Associate will follow up on agreed gender and protection action points to support their integration into IOM programme planning, implementation and monitoring.

## GENERAL FUNCTIONS

Under the supervision of the Protection Officer, the Associate will:

- Support the day-to-day implementation of GBV, gender equality, inclusion and protection mainstreaming activities in Bentiu/Rubkona.
- Assist with assessments, safety audits and community consultations to identify safety concerns, barriers to services and community priorities.
- Follow up with relevant programme teams on agreed gender and protection action points, maintain a simple action tracker and report progress and outstanding issues to the Protection Officer.

- Support field monitoring visits to check whether agreed measures for safety, accessibility and inclusive participation are being applied in programme activities.
- Assist in organising and facilitating community awareness sessions on GBV prevention, gender equality, inclusion, available services and safe feedback and complaints channels.
- Support women's groups with meetings, leadership and empowerment activities, and communication of their priorities to relevant IOM teams.
- Assist in organising training and orientation sessions for staff, partners, volunteers and community groups, including preparing materials, coordinating logistics and documenting participation.
- Support inclusive participation in consultations and programme activities, particularly for women, girls and persons with disabilities.
- Share verified information on available services and support safe referrals, following established procedures, informed consent and confidentiality requirements.
- Prepare brief activity reports, meeting notes and attendance records, and bring emerging concerns to the attention of the Protection Officer.
- Apply survivor-centred principles, Do No Harm, PSEA and data protection requirements in all activities.
- Perform other relevant duties assigned by the Protection Officer.



## **CODE OF CONDUCT AND PROFESSIONAL STANDARDS**

The Associate must:

- Adhere to applicable CTG and IOM codes of conduct, policies and safeguarding requirements.
- Treat community members, colleagues and partners with dignity and respect, without discrimination.
- Apply survivor-centred principles of safety, confidentiality, respect and non-discrimination, and obtain informed consent before facilitating referrals.
- Protect personal and sensitive information and share it only through authorised procedures.
- Uphold Protection from Sexual Exploitation and Abuse (PSEA) requirements and report concerns through designated channels.
- Maintain professional boundaries and never request money, favours or services in exchange for assistance.
- Apply Do No Harm principles and promptly raise safety or protection concerns with the Protection Officer.
- Use organisational resources responsibly and support fair and transparent delivery of assistance.

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## REQUIREMENTS

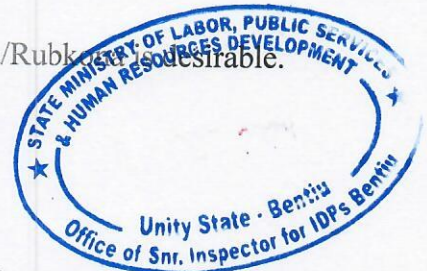
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### 1. Education

- Diploma in Social Work, Gender Studies, Counselling, Development Studies or a related field; or completion of secondary education with at least two years of relevant experience in GBV, gender or protection activities.

### 2. Experience:

- Prior experience in GBV programming, protection, gender equality or inclusion in humanitarian or community-based settings.
- Experience supporting GBV risk mitigation, protection mainstreaming or the integration of gender and inclusion across programme activities.
- Experience facilitating community consultations, awareness sessions, training or activities with women's associations and other community groups.
- Experience working with displaced people, returnees or host communities.
- Practical understanding of survivor-centred approaches, confidentiality, informed consent and safe referrals.
- Knowledge of the community and operational context in Bentiu/Rubk



### 3. Additional Requirements:

- Good interpersonal, communication and facilitation skills.
- Ability to engage respectfully with diverse communities, including women, girls and persons with disabilities.
- Ability to organise field activities, maintain accurate records and prepare brief reports.
- Ability to work collaboratively with programme teams and follow up on agreed actions.
- Basic computer skills, including Microsoft Word and Excel.
- Commitment to confidentiality, ethical conduct and compliance with applicable CTG and IOM policies.
- Demonstrated commitment to gender equality and inclusion.
- Willingness to undertake regular field visits within Bentiu/Rubkona.

### 4. Languages:

- Working proficiency in spoken and written English is required.
- Proficiency in local languages commonly spoken in Bentiu/Rubkona is preferred.

**Qualified candidates currently based in Bentiu/Rubkona are preferred. Qualified female candidates are strongly encouraged to apply.**

## **APPLICATION PROCEDURE**

Applicants should submit their CV, cover letter and copies of relevant academic documents, preferably by email, to [southsudan@ctg.org](mailto:southsudan@ctg.org). Or drop hard copy application to CTG office in LOG-BASE - Bentiu

The email subject line must state:

### **GBV, Gender and Inclusion Associate -- Bentiu**

- Applicants submitting hard copies should clearly indicate the position title on the envelope.
- Applicants must attach **Labor Cards** when applying

