

504/3
Approved
11/01/2014
S/Inspector
14/02/2014



COMMUNITY ACTION ORGANIZATION

OFFICE ADDRESS: TONGPING, JUBA, CES REPUBLIC OF SOUTH SUDAN

E-mail: d.lam61@yahoo.com commaction.org@gmail.com

Position: Protection Manager (1 position)

Location: Jonglei states

Reports to: Protection Coordinator

Duration of Contract: 6 months with possibility of renewal

Start date: As soon as possible

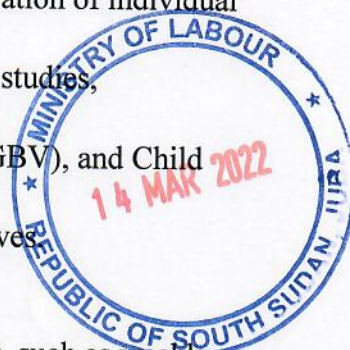
Community Action Organization (CAO) is a National Not-for Profit humanitarian and development organization with thematic areas of Food Security and Livelihood, WASH, Nutrition, Health, Protection, Education and Peace building with field presence in Jonglei, Upper Nile, Warrap states and Central Equatorial. CAO constantly seeks talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of CAO's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

Duties and Responsibilities

Under the direct supervision of Protection Coordinator, the incumbent carries out the following tasks:

- Stay abreast of political, social, economic and cultural developments that have an impact on the protection environment;
- Support Protection in the linkage with relevant Government authorities dealing with protection and migration issues;
- Assist in enhancing the protection capacity of national and local governments, partners and civil society to assume their responsibilities through protection training, mainstreaming and related activities;
- Support the design and implementation of Standard Operating Procedures (SOPs) for all protection/solutions-related activities;
- Assist in the provision of legal advice and guidance on protection-related issues to persons of concern;
- Support activities aimed at ensuring that durable solutions are sought and provided to the largest possible number of persons of concern;
- Assist in the establishment of constant communication mechanisms with partners, through the exchange of information and regular reporting;

- Attend Cluster and other protection meetings, carry out legal analysis and research as requested;
- Support the Protection Coordinator, in the organization of workshops, seminars and activities on displacement, international refugee law & protection issues;
- Draft sections of project documents based on results of assessments that have been carried out during various phases. Draft project and budget revisions based on negotiations with donors, changed work plans or budget reallocation.
- Contribute to the development of new projects by selecting and summarizing background information, assessing the local context for the planning and administration of individual projects, and drafting of project proposals
- Assist in other tasks performed by CAO including preparation of case studies, presentations and materials.
- Support the strengthening of a Sexual and Gender Based Violence (SGBV), and Child Protection System for children in need of protection in South Sudan.
- Assist with administrative tasks required to fulfil the operation objectives.



Monitoring and Progress Control:

- Assist the Protection Coordinator in the preparation of periodic reports, such as weekly reports, mid-year reports, annual reports, and statistics of refugees returnees, IDPs returnees and others persons of concern;
- Support the design, implementation and evaluation of protection-related programming with implementing and operational partners. Contribute and facilitate a programme based on a results-based on a consultative process with partners.
- Establish constant communication mechanisms with partners working in the area of responsibility, through the exchange of information and regular reporting;
- Actively participate in all aspects of operations planning, monitoring and evaluation of CAO's programme;
- Assist in facilitating a regular flow of information and provide technical support / guidance on monitoring and evaluation to implementing / operational partners where required;
- Assist in logistics and preparations for workshops including preparation of materials, workshop activities and logistics;
- Manage and keep up-to-date all the registries and files related to the office's work;
- Actively participate in all aspects of programme, planning, monitoring and evaluation of CAO's programme in South Sudan;
- Assist in the preparation of comprehensive reports on the situation in South Sudan, focusing on protection gaps, current displacement patterns and recommendations;
- Support the Protection Coordinator in the elaboration of reports for donors and other internal reporting requirements.

Travel plan:

- Should be available for missions within South Sudan in order to monitor and evaluate activities, facilitate trainings and support the coordination of events/meetings.

Results/Expected Output:

- Prepare comprehensive reports on the situation in South Sudan, focusing on protection gaps, current migratory patterns and recommendations;
- Prepare timely reports on the implementation of CAO strategies/activities in South Sudan;
- Strengthen the protection capacities of government and civil society functionaries at local level.
- Attend Cluster and other meetings related to protection.
- Monitor and Evaluate protection related project activities.

Competencies

Professionalism

- Good knowledge of institutional mandates and policies related to protection, human rights and migration including sexual and gender based violence.
- Good analytical and research skills, ability to evaluate and integrate information from a variety of sources.
- Takes responsibility for incorporating a gender, children and diversity perspective in the project.
- Good knowledge and/or experience of monitoring and evaluation.

Communication

- Strong communication skills (spoken, written and presentational), including the ability to produce written reports in a clear, concise style, to deliver training presentations to external audiences as well as to build and maintain effective partnerships.
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience.
- Demonstrates openness in sharing information and keeping people informed.

Planning & organizing

- Ability to establish priorities and to plan work assignments, handle competing demands and work under pressure of frequent and tight deadlines.
- Ability to work independently, with little supervision and keep to task.
- Monitors and adjusts plans and actions as necessary.
- Uses time efficiently.
- Ability to be thorough in his/her work and to pay attention to the detail.

Teamwork

- Proven interpersonal skills and ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Willingness to learn from others;
- Places team agenda before personal agenda, sharing credit for team accomplishments and accepting joint responsibility for team shortcomings.
- Ability to establish and maintain productive partnerships with persons with specific needs to CAO by gaining their trust and respect;
- Identifies needs of persons with specific needs and matches them to appropriate solutions;





Required Skills and Experience

- Undergraduate Degree in Law, International Relations, Political Sciences or related field.
- Minimum 3 years of relevant professional experience
- Familiarity with and/ or interest in IDP protection, Refugee Law, Human Rights Law and International Law or related areas. Preference will be given to those familiar with refugee protection, mixed migration flows and internal displacement.
- Demonstrated writing, reporting and presentation skills in English and Arabic. Knowledge of a third local language is an asset.
- Ability to conduct functions on a computer programs such as Microsoft Office (including Word, Excel, PowerPoint, Access).
- Good understanding of the current political, human rights and displacement context in South Sudan. Local and regional experience will be regarded as an asset.

INTERESTED APPLICANTS ARE INVITED TO SEND A CURRICULUM VITAE AND AN ACCOMPANYING COVER LETTER WITH COPIES OF ACADEMIC DOCUMENTS, THROUGH **EMAIL** TO:

Email: jobscommaction@gmail.com and copy commaction.org@gmail.com.

The documents can also be **hand delivered** to our offices. Please call 0922998100 for directions to the office.

Please ensure your application email has the **subject** heading **“Protection Manager”**. For hand deliveries, kindly write **“Protection Manager”** at the back of the envelope.

Deadline for applications

31st March 2022 by **midnight**, only those applicants selected for an interview will be notified. We regret we cannot entertain phone calls.

CAO is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with CAO's Child Protection Policy, including appropriate reference and security checks. Passionate and dedicated candidates who meet the requirement are strongly encouraged to apply, especially women. *Passionate and dedicated candidates who meet the requirement are strongly encouraged to apply, especially women.*

Due to urgency of this position, applications received will be reviewed on as and when received and the position may be filled before closing date

