

TERMS OF REFERENCE

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| Position: | GBV CASE WORKER |
| No of Positions: | Two |
| Position grade: | Junior |
| Duty station: | Aweil |
| Application start: | 22/06/2023 |
| Application end: | 14/07/2023 |
| Contract start: | ASAP |
| Length of the contract: | 3 months with possibility of extension |

OVERVIEW OF CTG GLOBAL

CTG support and manage 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

The GBV case worker is required to lead in case management and provision of age and gender appropriate Case Management services for women and girls GBV survivors, including development of PSS/counselling plans, confidential case file management, case follow up and referral to other services (clinical, protection, legal and livelihood).

The case worker will work under the direct supervision of the GBV Response Officer and under the overall supervision of the Programme Coordinator (Protection, Gender Equality, and Inclusion). The incumbent will undertake the tasks outlined below:

GENERAL FUNCTIONS

- The Case Worker will be responsible for case management and psychosocial support of vulnerable women and girls, including survivors of GBV.
- Screening and rapport building with survivors of GBV both in the community and WGFS Centre.
- Carry out case management steps and procedures with survivors including carrying out safety assessments, safety planning and develop an action plan that address their needs.
- Nurture, comfort and provide emotional support to survivors throughout the case management process.
- Provide referrals for survivors to other services and coordinate a survivor's care.
- Conduct regular service mappings to update referral pathways and coordinate services.
- Identify gaps in referral services and report these gaps to the GBV Response Officer and Protection Coordinator for action.
- Complete and maintain case management records to maximize confidentiality and safety
- Organize and lead case conference meetings to ensure that survivors' needs are sufficiently addressed in a coordinated manner.
- Submit case management reports on a weekly and monthly basis.
- Collect, analyze, store and manage data in accordance to WHO safe and ethical data collection recommendations.

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- Conduct an analysis of trends of GBV incidences and related information on regular basis and present report to the GBV Officer.
 - Support the development and capacity building of outreach workers on GBV awareness and prevention materials and implementation of activities.
 - Support regular, accurate and timely reporting on activities.
 - Support coordination and maintain good relations with other GBV, PSS and Health actors.
 - Perform such other duties as may be assigned.

Monitoring and Evaluation

Each survivor should have a separate case file that includes all relevant completed case management forms. A code should be assigned to and marked on the front of each case file. Names should never be recorded on the front of case files. To protect confidentiality, a list linking the case file codes to the survivors' names should be stored in a different location, or stored electronically through a password protected file. Information collected about survivors belongs to them, and they should have access to review and read the information at any time as part of their meaningful participation. The following form could be maintained:

- Intake and Assessment Form
- Consent Form
- Case Action Plan
- Safety Plan
- Case Notes
- Referral Form
- Follow Up Form
- Case Closure Form
- Client Satisfaction Tool
- Suicide Safety Agreement

Coordination & Networking

- Strengthen and maintain networks with other service providers to ensure that women and girls receive compassionate support from the community and to encourage greater communication, collaboration, and coordination among partners (protection, health, legal, and psychosocial sectors).
- Strengthen and maintain networks with community leaders/local authorities, women leaders, service providers to ensure that women and girls safely access services.

Staff Code of Conduct

- The staff assumes the duty of humanitarian care and ethical conduct that goes with the responsibilities. By signing a code of conduct, the staff thereby signals responsibilities to uphold its standards of behaviour accordingly.
- Maintain GBV guiding principles and survivor centered approach.
- A staff must adhere to the guiding principles of Protection from Sexual Exploitation and Abuse and ensure all survivors as further protected from harm.
- Be friendly and welcoming
- Be careful in the words and actions you choose.
- Help create welcoming, inclusive, safe space for people from diverse against others because of their identity (race, gender, sexuality, age, class background. Ability, religion and more)
- Be present
- Have fun and be creative.
- Protect the integrity of the organization.

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- Staff must protect Assets of WGFS and items should be given to the right beneficiaries.

REQUIREMENTS

1. **Education:** Diploma in Social Work, Women's Studies, Counselling, Development Studies, Gender, or completion of secondary school with 2 years of experience in working with survivors of GBV.
2. **Experience:**
 - Experience in working GBV survivors including child survivors
 - Proficiency of English and Arabic is required. Ability to speak other local languages is an added advantage.
 - Mastery of GBVIMS is an added advantage.
3. **Additional Requirements:**
 - Excellent interpersonal communication skills and outgoing personality
 - Ability to maintain and respect the confidentiality
 - Respect the code of conduct and policies of IOM
 - Promotes and encourages a culture of compliance and ethics
 - Demonstrated commitment to gender equality and ending marginalization of women and girls
4. **Languages:**
 - Proficiency of English and Arabic is required. Ability to speak other local languages is an added advantage.

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, cover letter and copies of your academic documents, most preferably by email to the address: southsudan@ctg.org
Please make sure **the subject of your email states "GBV Case Worker Aweil"**, or your application might be overlooked.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.