



ACROSS AFRICA DEVELOPMENT ORGANIZATION

Working for a Better Africa

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External Vacancy Announcement - AADO

Job title/Position	Gender and Protection Coordinator
Working hours per week	40 hours
Reports to	Head of Program/Executive Director
Employment start date	ASAP
Reporting to position	None
Location	Juba
Closing deadline	17 th September 2022
Number of positions	One

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Introduction

Across Africa Development organisation (AADO) is a Women led national organisation working in most of the states of South Sudan, in the themes of Gender and Protection, Food Security and Livelihoods, Education, women Empowerment, and looking at Health as well, and we are dedicated to work with the communities at this pivotal time. Across Africa Development organisation (AADO) is a 'dual mandate' organisation and as such equal priority will be given to both humanitarian and development work. This is the only way we are able to ensure that some of the fundamental rights that we believe women have, such as survival, safety and constant access to protection and empowerment, can be guaranteed.

Job Purpose

The Gender and Protection Coordinator is responsible for ensuring smooth Implementation of day-to-day project activities with an emphasis on ensuring GBV survivors' access to safe and appropriate and confidential GBV case referral, quality psychosocial initiatives, case management, operationalizing Women Girl Friendly Spaces (WGFs), legal aid and coordination with community structures, protection and GBV Cluster and other key stakeholders and to ensure that the goals and objectives of the program are met.

The Gender and Protection Coordinator is to provide technical guidance and support for Gender mainstreaming in all aspects of project programming, ensuring alignment with National Gender policy and the National Strategy for combating against Gender-Based Violence and based on the strategies.

S/he will have the responsibility to establish coordination relations with the State Government of Upper Nile, Jonglei and Eastern Equatoria states, including Ministries of Health, Gender & Social Welfare and the Youth and Sports, and with other partners involved in gender, Women's empowerment and activities targeting adolescents and young people.

Key accountabilities

- 1.0 Oversee program designing, planning & implementation of GBV activities
 - Oversee the establishment of GBV prevention and response activities for EU-TF project.
 - Provide technical guidance, mentoring, and support to field team to ensure GBV ethical guidance and compliance with minimum standards for sexual assault survivors care.
 - Give support & direction in designing, planning & implementation of GBV activities
 - Develop interventions including, but not limited to, advocacy initiatives, awareness raising, targeted trainings, to strengthen GBV prevention and response based on data.
 - Ensure all planned activities take place as per the objectives & work plan
 - Follow up referral pathway to ensure that care is provided to survivors
 - Create conceptual understanding of gender transformative programming, gender equality and Gender based Violence among AADO staff.
 - Conduct assessment, policy research, evaluations and external engagement to inform gender transformative programming, influencing work as well as build AADO profile as a leader on gender transformative programming.

Gender and Protection Coordinator - Job Profile



- Build the capacity of the program staff in designing and delivering gender transformative programming, influencing and GBV prevention, mitigation and response services in line with international and AADO standards.
- Enable learning within AADO South Sudan by coordinating documentation and dissemination of lessons and best practices from programs, and providing technical backing in lobby and advocacy to influence Gender and GBV policies.
- Provide support in developing work place gender harassment and sexual abuse policy.
- Oversee the collection and analysis of data related to identifying problems related to gender and GBV projects and facilitate external consultancies involved in this process.

2.0 Project Management function

- Ensure coordination and collaboration on all GBV related activities at country and field level by Liaising and making referrals.
- Ensure proper documentation of all project activities including case studies & human-interest stories
- Prepare project concepts and develop proposals in collaboration with grants and Program Implementation areas.
- Review and provide technical input in writing concept notes and proposals from Program Implementation Areas and Partners.
- Lead the establishment and management of AADO's Women-Friendly Spaces and the establishment of quality GBV Case-Management services.
- To provide support for research, publications and dissemination on gender and GBV interventions in South Sudan
- Develop the TOR's and provide technical guidance during the evaluation of gender and GBV development projects/programs
- Provide technical support to Program Unit Gender and GBV related livelihood projects in project design, project monitoring and reporting.

3.0 Grant Management

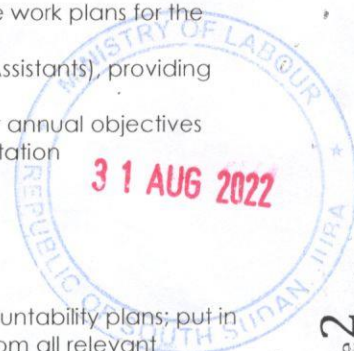
- Manage, oversee, develop and maintain work, spending and procurement plans for the EU-TF funded project. Participate in GBV grant opening, Mid-Term and Closing meetings.
- Prepare internal and external reports within agreed deadlines using AADO and donor formats.
- Manage the project budget; oversee all budget expenditures and ensure they are allowable and allocable according to AADO and donor regulations; review monthly Budget vs. Actual and expenditure sheets, feed corrections back to finance.
- Participate in the development of proposals and concept notes for expanding AADO's GBV portfolio in South Sudan program.
- Build staff capacity in writing activity and monthly reports to ensure accurate monitoring and documentation of activities.

4.0 Staff and Team management

- Provide leadership and support to staff to ensure effective management and timely implementation of work plans.
- Ensure that staff understand their individual and collective responsibilities for safety and wellbeing, and ensure detailed records are kept and analysis made of work-related injuries, accidents, security incidents and fatalities.
- Conduct regular performance reviews where required, including catch ups, 3-month performance appraisals, and encourage the personal development of each individual (including personal development plans and the identification of training needs).
- Responsible for consolidation of beneficiary data as needed;
- Keep project staff updated on latest guidelines, and any information provided by the organisation / and the sector;
- Carry out regular supervision and hold planning sessions with staff and prepare work plans for the activities.
- Regular one-to-one supervision of the project staff (GBV Project Officers and Assistants), providing advice, coaching, mentoring and training where required
- Hold regular individual sessions with the GBV Officer to review progress against annual objectives
- Assign tasks to GBV Officers to ensure effective, efficient and timely implementation
- Conduct regular meetings with partners and Support Group members
- Conduct regular site monitoring visits where necessary
- Provide psychosocial support and mentorship to staff and partners.

5.0 Project Monitoring & Evaluation

- In collaboration with the MEAL staff, contribute the creation of M&E and accountability plans; put in place accountability activities for the GBV projects, ensuring that feedback from all relevant stakeholders is considered in program design.



- Monitor project performance against the protocols designed for the program and ensure action points are addressed in their respective timeframe.
- Assist the Head of Program in the dissemination of the findings and results of surveys and ongoing analysis both within AADO and the wider community.
- Ensure the implementation of sufficient monthly monitoring and evaluation of GBV projects and reporting.
- Ensure periodic reports are analysed, compiled and submitted to the Head of Program.
- Develop Communication tools to capture the impact of GBV interventions.

6.0 Reporting & Documentation

- Prepare timely programme updates and draft donor reports on project activities in compliance with AADO requirements and any relevant external donor requirements.
- Conduct systematic documentation of the GBV projects in the form of case studies, video clips, photos, lessons learnt etc.
- Ensure proper filling and data storage for all the projects.

7.0 Administration

- Recruit field staff in conjunction with Human Resources Department
- Maintain updated job descriptions, conduct Interviews, orient new staff to the AADO and the GBV program.
- Supervise project field staff directly.
- Ensure Performance Management System documentation is in place and followed up regularly.
- Recommend and implement a capacity building plan for project staff.
- Ensure GBV staff understands and follows AADO and donor Policies and Procedures.
- Performs any other duties and tasks, which are commensurate with the responsibilities and level of the post

Person specification

Qualifications and Experience

- A minimum of Bachelor's degree in areas of Gender mainstreaming, Sociology, Governance, Anthropology, Development Studies, Political Science is required.
- 4-6 years working experience, of which 2-4 years are in a supervisory position in the NGO environment, including exposure to field operations in both emergency and development programs
- Good understanding of GBV concepts and issues in both emergency and development context.
- Experience and knowledge of effective financial and budgetary management of projects from donors with strict requirements.
- Experience of INGO program cycle management, and with experience of working within a complex and matrix organization structure
- Self-starter with an ability to work with minimal supervision, in a culturally diverse team
- Solid project management skills and a proven history of delivering results
- Ability to analyse information, evaluate options and implement project plans
- Computer Skills
- Excellent written and spoken English and Juba Arabic or local language
- Good human relations skills.

Application Procedure:

Qualified national persons with the required skills are invited to submit their applications accompanied by detailed professional resume and cover letter as a single document i.e. with the cover letter being on the first page and the CV starting on the second page or separately, detailing three work related referees and contacts to human resources department aadossd.hr.recruitment@gmail.com and john.aado.org@gmail.com before 4:30 PM on 17th September, 2022 with the subject line " Gender and protection coordinator. Alternatively, you can submit hard copy of your applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to Across Africa Development Organisation office as indicated on the letter head.

AADO is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.



Gender and Protection Coordinator - Job Profile