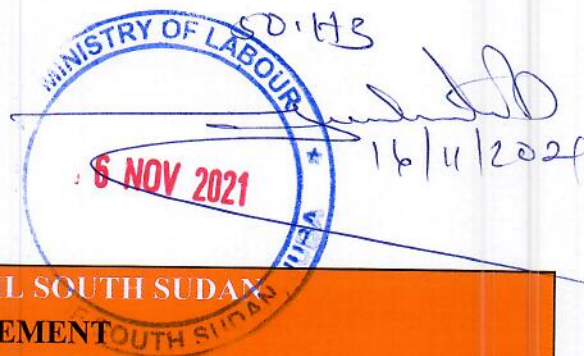




NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANCY ANNOUNCEMENT

Position	Protection Assistant
Number of Position	Three (3)
Reports to	Protection Officer
Duty Station	Kajokeji
Project Number	BHA-SSFM 2124
Duration	10 Months with Possibility of Extension based on Performance

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the position is to support and assist in the day to day implementation of protection activities in designated areas. The Protection Assistant will coordinate and work closely with the Protection Officer in leading center-based activities. Under the direct supervision of the Protection Officer, the Protection Assistant will ensure that activities are implemented in non-discriminatory ways that promote access to services for all; safety and dignity of the people accessing protection services in strict adherence to protection principles and minimum standards on inclusion of age, gender and diversity. Furthermore, the Protection Assistant will contribute to the systematic integration of the needs of women, men, girls, boys, and people with disabilities, elderly persons and other persons with specific needs throughout the project cycle.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the support function portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the support function

Specific responsibilities

- Participate and support in the design, planning, implementation and monitoring of Protection activities in designated area(s).
- Ensure daily operation of the community centre and lead in the direct implementation of day to day activities in the centre.
- In consultation with the community and close coordination with the Protection Officer, identify and promote culturally appropriate and relevant interventions at the center geared towards improving community psychosocial wellbeing.
- Work with women, men, girls and boys in the center to identify their needs, interests and priorities, and where possible, adapt activities according to these to ensure activities offered are culturally appropriate and meet the needs of target population.
- Identify persons with specific needs and facilitate appropriate action, including referrals to specialized services and other relevant services within and outside NRC.

- Where feasible and applicable, conduct one on one follow up of referred persons to ensure that they have received support and assistance.
- Provide timely feedback on issues and complaints raised in the community center.
- In coordination with the Protection Officer, provide individual protection assistance to identified protection cases and take part in the distribution of psychosocial kits.
- Participate in awareness raising, community dialogues and other protection related information dissemination activities in the area(s) of responsibility.
- Provide inputs on case studies, best practices and lessons learned from implemented activities.
- Establish and maintain relationships between the community/beneficiaries and the organization through effective coordination in the field.
- Draft activities' reports and actively participate in protection monitoring activities.
- Any other duties as may be assigned by the supervisor, relevant to the achievement of project objectives.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Protection Officer and other protection staff in the Area Office
- ICLA staff and other NRC program and support staff in the Area Office.

2. Competencies.

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change

1. Professional competencies

Generic professional competencies:

- Ability to work under stressful conditions, meet deadlines and be thorough and detail-oriented
- Ability to work collaboratively in a team as well as be able to work independently.
- Proven communication, interpersonal, representation, and negotiation skills.
- Proven facilitation and presentation skills in trainings, workshops and dialogues to elicit participation and foster community-driven processes.
- Ability to mobilize local communities and work closely with local leaderships and authorities
- Ability to act as an interpreter in conveying information from one language to another.
- Ability to work within different cultural contexts requiring cultural sensitivity.
- Flexible, creative and co-operative, and a sense of humor is an asset.

Context/ Specific skills, knowledge and experience:

- Relevant higher education (Law, Social Science, Psychology, Social Works) with Protection background.
- Minimum 2 years of working experience in a humanitarian/recovery context within Protection, with a national or international NGO.
- Good communication skills (written and verbal), cultural sensitivity, flexibility, ability to improvise, team player.



- Ability to live and productively work under stress and in insecure and harsh environments while maintaining a sense of humour.
- Experience working in remote, complex and volatile contexts.
- Computer skills (primarily MS Office applications), especially Microsoft Excel.
- Understanding and knowledge of the local context.
- Fluency in English, both written and verbal, and Arabic is essential. Knowledge in other local languages is a strong advantage.
- Valid national identity documents are a requirement

2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

2. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

How to apply:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than **3rd December 2021** by Hardcopy in an enclosed envelope clearly marked **Protection Assistant Based in Kajokeji** to NRC Head Office Located in Juba Kololo Road Opposite American Embassy and NRC field office

Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED TO APPLY

