

JOB DESCRIPTION

Position	HLP/Protection Officer	Starting Date	10/4/2023
Reference of the offer	Vacant position	Publication Date	14/3/2023
Location	Juba Peri IDP Site	Type of contract	Fix Term Contract
Duration	3 Months	Security Level	Cf Sop

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer-term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, and 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on www.acted.org

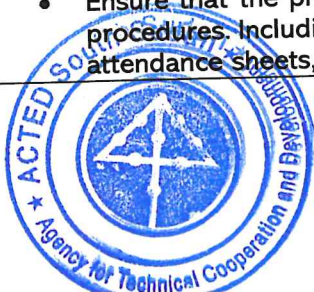
Context of the position and key challenges

JOB PURPOSE

Under the direct supervision of the Project Coordinator, the HLP-Protection Officer is a member of the project implementation team and is relied upon by the CCCM Team to Support in planning, leading, and coordinating quality, timely, and effective protection responses to the needs of displacement affected populations related to the HLP activities. The HLP-Protection Officer oversees and supervises the implementation of the protection activities, and HLP activities and provides support to potential protection partners under the same project. Protection activities include conducting the safety audit, which includes in parallel ensuring that operational responses in multisectoral interventions include protection mainstreaming and integration protection safeguards. Ensuring the HLP Strengthening is in place by bringing together government and community leaders. Hence, small donations to strengthen the existing structure, capacity building/training to both the IDPs and the Host communities, and local authorities for the entire duration of the project.

Key roles and responsibilities

- Develops overall project implementation strategy, systems, approaches, tools, and materials.
- Develop an overall project implementation Work plan with support from the Project Coordinator
- Implement protection activities, ensuring that technical quality and standards are considered and respected during project implementation.
- Follow up on the work plans and day-to-day activities.
- H/She is responsible to oversee all HLP activities in the Peri IDP Site
- The HLP-Protection Officer will receive referrals from the key protection partners and the legal team on the cases of the protection risks for vulnerability assessment and screening before any assistance is provided.
- The HLP-Protection Officer is responsible for implementing the project in a timely and professional manner, according to the objectives and indicators, in line with donor requirements and beneficiary needs.
- Ensuring the HLP Strengthening is in place by bringing together government and community leaders.
- The HLP-Protection officer will be undertaking the capacity building/training for the Host community, IDPs, and the Local Authorities to strengthen their knowledge in areas of the HLP.
- Lead on conducting protection risk assessments and safety audits in the area surrounding the camp.
- Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and procedures. Including ensuring that project records and documents (Flat files, beneficiary lists, Reports, attendance sheets, etc.) are adequately prepared, compiled, and filed.



- Provide technical support and guidance to the enumerator's teams, ensuring that data is collected and recorded properly, and is used effectively in reporting and program management.
- Create tools and Questionnaires for the FGDs and KIIs to be used during the safety audit for Peri IDP Site.
- Monitor the enumerators during the exercise and report the progress of the exercise.
- Consolidate the report generated from the feedback provided by Communities and the local authority regarding the plan.
- Ensure protection of technical tools, methodologies, training, SOPs, curriculums of activities, and any other relevant documentation as needed/required is reviewed and approved by the Project Coordinator
- Provide regular and timely updates on progress and challenges to supervisors and other team members.
- Prepare and share weekly updates regarding the implementation.
- Prepare a well-detailed safety audit report in line with the feedback generated from the FGDs and KIIs participants.
- Conduct consultation meetings with the Host community and the IDP communities living in the Peri IDP Site.
- Contributes to project implementation being on time, within target and budget, using effective M&E systems to reach desired impacts.
- Anticipates and mitigates risks and troubleshoots any unforeseen challenges during the project implementation, flagging major risks to the PC.
- Administration and Operational Management of Project Implementation
- Forecasts monthly cash requirements of the activities and submits to PC.
- Coordinates with Finance for cash deliveries related to project payments.
- Drafts realistic procurement plans for refreshment, with the support of Logistics.
- Plans team movements based on available fleet and applicable policies (including Security SOPs)
- Training of enumerators to conduct the safety audit.
- Participates in the recruitment of enumerators (ToRs, drafting and reviewing tests, conducting interviews, etc.)
- Ensures that enumerators understand and can perform their roles and responsibilities according to clear ToRs developed by line managers.
- Manages the enumerators in cooperation with the Project Coordinator
- Ensures a positive working environment and good team dynamics.
- Ensures project records and documents (FLATs files, beneficiary lists, attendance sheets, etc) are adequately prepared, compiled, and filed according to ACTED procedures.
- Maintains a positive and constructive relationship with key project stakeholders, including local authorities, beneficiaries, and community leaders, etc.
- Support the collection of reports from the enumerators, collating, drafting, editing, and submitting to the Project Coordinator for review and final submission to AC as necessary.
- Provides regular and timely updates on progress and challenges to PC and the project team.
- Submit a final report on the safety audit to PC for a review and AC

Required qualifications and technical expertise

- University degree in the relevant field, including social works, law, development studies, protection or related social science.
- Minimum of three years of prior professional experience in a similar post.
- Strong organizational and communication skills.
- Proven ability to develop and implement trainings with local communities and local authorities.
- Fluency in written and spoken English; spoken Arabic and Nuer is an advantage.
- Experience in community services, women empowerment, youth activities, protection, HLP.
- Excellent interpersonal and team-playing skills.



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- Ability to work well and punctually under pressure.
- Commitment to humanitarian principles and values.

Conditions

Key Performance Indicators

- # of FGDs and KIIs conducted
- # of safety audit reports produced
- # of protection risk assessments conducted
- # of trainings related to protection and HLP conducted

How to apply

Applications must be submitted in English, attached with a CV, Cover letter and Three References. Interested and qualified person can apply by submitting their application letters in sealed envelopes to ACTED Office Or sending them via email to equatoria.admin@acted.org, equatoriaadminassistant@acted.org copying zamora.omonny@acted.org. The deadline for this advert is 31st -MAR-2023. This position is limited to female applicants only.

