

VACANCY ANNOUNCEMENT



BRIEF BACKGROUND OF HUMANITY AND INCLUSION

HI has been operating in South Sudan since 2006, implementing emergency and development actions aimed at improving protection, quality of life, and the promotion of rights of vulnerable individuals, including people with physical disabilities including deformities, injuries, sight/ hearing/neurological impairments; persons with mental health issues; victims of Sexual and Gender Based Violence (SGBV). HI's current operations are centred in POCs and IDP camps outside Juba city; Central Equatoria, Yambio Western Equatoria and Torit in Eastern Equatoria, with the Country Office based in Juba city. Since 2016, HI has been operating an emergency mobile (or flying) unit responding to MHPSS and PWD assistance in the greater Upper Nile, Unity and Jonglei states. Overall, about 50,000 direct beneficiaries (PWD and other most vulnerable) are being targeted through MHPSS (Mental Health & Psychosocial Support) and Livelihood projects, with a strong emphasis on mainstreaming disability inclusion. HI current programs are funded by ECHO, DFID, UNHCR, MOFA Luxembourg and SSHF –South Sudan Humanitarian Fund- among other donors. As part of its 2019-2020 strategy, HI South Sudan is repositioning to rejuvenate programming in Protection, and to expand its program interventions in Health (MHPSS), Education in Emergency (EIE) and Food Security & Livelihoods (FSL).

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below:-

Job Title:	Livelihood Assistant
Program:	AC5 Project
Vacancy position	1 Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Project Manager
Position Opened for:	South Sudanese
Contract Duration:	6 months with Possibility of extension depends on Funding
Desired Start Date:	ASAP
Closing Date:	25 September, 2020



Mission: To support the Victim Assistance (AC5) project by ensuring that landmine/Explosive Remnants of War victims, people with disabilities and with injuries and their families in Juba and Yei have an improved access to disability issues, social inclusion and rights of persons with disabilities as well as basic and specific answers to their needs.

Reports to: Project Manager.

Job summary

The Livelihood Assistant will support the technical implementation of the cash transfer project. Support in conducting relevant assessments, post distribution monitoring, business support to beneficiaries and carry out community mobilization and sensitization.

Responsibilities

Responsibility 1: Provision of direct support to Landmines/ERW victims, Persons with disabilities and with injuries and their families and the provision of personalised social support.

Aim: contribute to the identification of persons with disabilities and victims of landmines/ERW as well as on the improvement of their families to maximise independence and access to livelihood opportunities in the given setting.

Benchmarks: Documentation and records of assessment of the supported beneficiaries,, database of information gathered and monitoring reports.

Activities:

- Conducting livelihood assessments including market analysis and barrier and facilitator assessment of livelihood service providers
- Provision of home based assessment and support to persons with disabilities and victims of landmines/ERW.
- Work with the project manager with support from operational coordinator and livelihood technical advisor to develop relevant tools and systems for proper and effective implementation and monitoring of the livelihood activities
- Plan and implement relevant livelihood trainings to persons with disability in the target areas
- Support the distribution of cash to beneficiaries
- Carry out community mobilisation and sensitizations on cash transfer.
- Provide technical support/trainings to livelihood service providers to make their services accessible to persons with disabilities.
- Using the Personalized Social Support approach, provide follow up and business support to beneficiaries to develop business plans effectively implement their income generating activities and to access services within the community.
- Provide technical assistance to project team on livelihood for effective and result based implementation of the livelihood activities
- Liaise with all relevant units to ensure a coordinated planning and implementation of the livelihood activities

Responsibility 2: Support on the provision of community based awareness raising sessions and training of service providers in disability issues.

Aim: Contribute to increased awareness and understanding of disability within the local community therefore mobilising the community to increase the inclusion of persons with disabilities.

Benchmarks: Training tool kits about disability awareness raising, reports about awareness sessions and attendance records, increased uptake of services offered.

Activities:

- Work with the project manager with support from livelihood technical advisor to create context relevant training and awareness raising packages for use in the target communities.
- Liaise with relevant stakeholders (such as disabled peoples organisations, local leaders and FSL) to establish partnership and identify the most effective way to raise awareness about disability, and support other HI staff, when relevant, on the delivery of disability awareness sessions to the local communities.
- Provide community based awareness sessions on disability issues and the rights of persons with disabilities
- Provide relevant trainings about inclusive livelihood to service providers and provide follow up to increase knowledge of service providers on disability mainstreaming.

Responsibility 3: Participate in creating a referral network for persons with disabilities through raising awareness with other stakeholders and supporting persons with disabilities to access locally available services.

Aim: Contribute to increased opportunities for the inclusion for persons with disabilities with regards to access to services.

Benchmarks: Documentation of referrals to local stakeholders (livelihood training/opportunities, etc); client files; reports with regards to training or awareness raising provided; monitoring tools completed for increased awareness.

Activities:

- Build and maintain strategic partnership with key stakeholders including the private sector, financial service providers and government stakeholders to facilitate referrals of persons with disabilities to access socio-economic services and employment opportunities.
- To support development of a referral systems and support the referral of persons with disabilities to access existing livelihood opportunities and follow up in the community where necessary.
- Provide awareness, practical support and guidance where possible to relevant stakeholders about how to adapt and include persons with disabilities in their activities.

Responsibility 4: To document and record activity in line with HI policy and procedure and in line with government requirements in South Sudan.

Aim: Contribute to ensuring that all data about landmine/ERW victims and persons with disabilities is collected and stored in a database. This ensures detailed and accurate reporting.

Benchmarks: records of supported people; database of relevant information collected; copies of completed IMSMA database forms when relevant.

Activities:

- Use HI's assessment form, follow up forms and manage the data based on work ethics and confidentiality.
- Reports on a daily, weekly, monthly, basis and submits mission activity reports to the Project Manager.
- Compiles any other reports upon request and submit to the Project Manager
- Maintain and store files of beneficiary's data and other documents in line with HI policy and procedures.
- To work with other HI staff to create a reliable and accessible filing and documentation format/system.

Responsibility 5. Demonstrate ethical and professional practices

- Respect and promotes HI's Policies and reports any breaking of HI's policies amongst the teams or partners.
- Report any incident or act that causes any harm to beneficiary or to others.
- Interact with children with the presence or/and permission of their parents or caregivers
- Respect beneficiary confidentiality. And always respect a refusal of treatment.

Others

- Ability to be deployed on short notice to remote areas around the country with limited access to services (E.g. network, accommodation).
- Ability to adapt to the duration of the mission from one week up to three months on the field.
- Any other duties and responsibilities assigned by the line manager that is within the post-holder's expertise and experience.

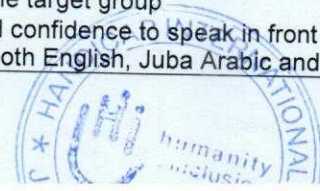
Note: This job description is not exhausted and the staff member may be asked from time to time to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

Professional skills

- University degree or diploma in Business administration, Economics, Agriculture, microfinance studies, Development studies or any other related field.
- Proven experience in implementing cash based programs or any relevant experience

Cross-cutting skills

- Excellent communication skills and an ability to demonstrate empathy and understanding towards the target group
- Ability and confidence to speak in front of a large group in both English, Juba Arabic and Kakwa



- | | |
|--|---|
| <ul style="list-style-type: none">• At least 3 years relevant experience working with NGO's in the development/humanitarian field• Experience in community development and working with vulnerable groups• Work and/or personal experience of working and providing support/trainings to persons with disabilities would be advantageous• Good knowledge of the geographical area of Juba/Yei and of the local culture and languages.• Ability and past experience training others and speaking in large group settings• Excellent interpersonal skills – oral and written. | <ul style="list-style-type: none">• Good written and spoken English and Kakwa; Juba Arabic also advantageous.• Good computer literacy skills with proficiency in MS word, power point and excel.• Willingness to travel extensively within or outside of Juba and to remote locations• Ability to work with others in a team |
|--|---|

Note: This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

As an employee of HI, all staff are required to guard against any abuse of authority. In no circumstances should he/she profit from his/her situation in order to divert assistance from its final destination or obtain favors of any nature (notably sexual).

The employee must show respect and consideration towards his/her contacts (beneficiaries, partners, colleagues...), with particular attention for people in vulnerable situations. In no circumstances should he/she commit an act or adopt behavior liable to injure one of his/her contacts either physically or psychologically, or cause him/her harm of any sort.

HOW TO APPLY

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

Human Resources and Administration Department, Humanity and Inclusion, Juba HI office
located at Hai Amarat, Havana Street Juba South Sudan not later than **September 25, 2020.**
Email: recruitment@southsudan.hi.org

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

**Humanity and Inclusion is an equal employer and encourages applications from qualified
Female candidates and persons with disabilities.**

