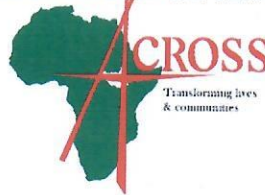


ADVERTISEMENT-VACANCY ANNOUNCEMENT



Position Title	Protection Assistant
Location	Gorom Refugees Settlement & Juba
Department	Integrated Response/Program
Supervisor	Legal & Protection Officer
Supervisees	Social Worker and Community Based Protection Volunteers
Working Schedule	According to ACROSS Schedule
RELATIONSHIPS:	<p>a) Outside ACROSS: Local authorities, partners, and donors especially UNHCR</p> <p>b) With Beneficiaries: Refugees, Returnees, IDPs and Host communities.</p> <p>c) Within ACROSS: Frequent and in depth contact with the locations and the Juba Staff</p>
Closing date	9 th February 2023 (Before 4:30PM CAT)

Across is a faith based international non-governmental organisation and seeks to a recruit committed Christian, passionate about his/her work and willing to demonstrate his/her faith at the workplace.

Position Summary:

The Protection Assistant under the supervision of ACROSS Legal and Protection Officer will lead and coordinate ACROSS' protection program with the objective of providing timely and effective protection to Persons of Concern (PoCs) Refugees in the Gorom refugees settlement and Urban Juba project sites and supervise the work of the social worker and community protection volunteers. The incumbent must be able to contribute to or lead, depending on the level, development of a protection strategy that is solutions-oriented and based on a consultative process with multi-functional teams and partners. The incumbent must also forge strong partnerships with government entities, UNHCR protection unit and other UN agencies and NGOs to facilitate the operation's protection objectives. To achieve this the Protection Assistant will need to build and maintain effective relations with communities of concern. S/he will be responsible for conducting a range of protection activities, including information provision and regular participatory protection assessments of selected beneficiaries. The post holder works in close cooperation and coordination with other team members.

JOB FUNCTION/RESPONSIBILITIES INCLUDE:

- The incumbent monitors protection standards, operational procedures, and practices in protection delivery in line with international standards and provides functional protection support to information management and program staff.
- Provides quality, timely and effective protection support to persons of concern (PoC) and identifies opportunities to mainstream protection methodologies and safeguards in operational responses. S/he contributes to designing a comprehensive protection strategy and may liaise externally with local authorities and partners on protection issues as guided by the supervisor.
- Ensures that PoC are involved in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems. To achieve this, the incumbent will need to build and maintain effective interfaces with communities of concern and local authorities and partners.
- Prepare and provide timely written protection incidents.



- Prepare for field activities, including community consultations and information sessions, and contribute to design where possible.
- Develop and maintain, along with the rest of the team, a project implementation work plan (weekly, monthly, mid-year & annual).
- Ensure dissemination of clear and reliable information on service provision and other pre-selected key topics.
- Prepare and maintain in a well-organized manner comprehensive files for each managed case, as well as keep a report of information gathered during field visits and in-house meetings.
- Support program quality and project strengthening activities, e.g., field visits, data collection, project quality meetings, focus group discussions, interviews, and observations to obtain information about protection challenges, threats and needs faced by displacement-affected populations.
- Participate in protection monitoring visits in Gorom settlement/Urban Juba and interview families to complete protection-monitoring assessments.
- Keep detailed records of the protection needs identified and the actions you have taken to address these needs, including the use of appropriate referrals.
- Coordinate with local authorities, community leaders, security institutions and other public institutions to facilitate Protection Monitoring activities and to gather information on the ability of Refugees, Returnees, and IDPs to access basic services and rights.
- Conduct performance planning and appraisal for staff/incentive worker, identifying areas for capacity building and training.
- Carry out protection staff skills needs assessments, prepare annual capacity building and training plans in consultation with the program officer and oversee the execution of the plan.
- Develop supply/procurement plans for protection activities and coordinate with the logistics personnel for their delivery to the field as per project planning.
- Represent ACROSS and actively participate in the Protection Cluster meetings.
- Liaise with government officials to gather information related to IDP/Refugee protection.
- Facilitate community-based protection strategies.
- Write analytical weekly, monthly, midyear and annual reports for submission to the program officer.
- Attend coordination meetings and trainings when required by supervisors.
- Strengthen communication and coordination with other humanitarian service providers and establish a referral mechanism with them.
- Uphold ACROSS and UNHCR's code of conduct and ensure that all persons of concern are treated with dignity and respect, in accordance with humanitarian principles and human rights standards and ensure all staff adhere too.
- Conduct other duties as assigned by supervisors.

3. PERSONAL SPECIFICATION

MINIMUM QUALIFICATIONS & EXPERIENCE REQUIRED:

a. Education:

- A degree or diploma in law, a degree in social sciences, psychology, counselling, gender studies, behavioral studies, or other related social studies.

b. Work Experience

- A minimum 2 years of relevant working experience in a Refugee and IDPs Response project, focus on the Protection (General and Child) and GBV sector.
- Working experience with South Sudan Ministry of Justice, Judiciary or private legal firm is an advantage.
- Experience in projects budget planning, implementation, and monitoring.
- Ability to maintain confidentiality and respect for clients always is essential.
- Ability to facilitate trainings and sessions, including group support activities with women and girls.



- Ability to keep records and write simple and basic project activities reports.
- Good interpersonal and team building skills.
- Experience working with other INGOs/NNGOs and local partners in the field of Protection and GBV.
- Excellent written and verbal communication skills.
- Fluency in oral written English and oral Arabic Languages is required.

PERSONAL SKILLS/ATTRIBUTES REQUIRED:

- A committed Christian of good character and values.
- Practical understanding of project cycle management.
- Good analytical and problem-solving skills.
- Excellent interpersonal, communication and negotiation skills.
- Ability to tolerate and accommodate people with diverse backgrounds at workplace.
- Meticulous, with good attention to detail.
- Good planning, analytical and organizational skills.
- Articulate, with excellent verbal and written communication skills.
- Commercial awareness and good all-round business skills.
- A high standard of numeracy to analyses facts and figures.
- Comfortable leading negotiations and networking.
- Confident making important decisions.
- Ability to cope with the pressure of demanding targets and tight deadlines.
- Tact and diplomacy.
- Computer literacy in MS Word and MS Excel.



How to apply:

Interested candidates should submit their updated CV, Cover letter and written Christian testimony (**Not recommendation letter from church**) by email to recruitment@across-ssd.org or by hardcopy to ACROSS office Juba located in Hai Buluk opposite UNHCR. **Given it's urgency, applications will be reviewed as soon as possible, and the position might be filled before the dateline. Kindly quote the position title clearly.**

Kindly note the following:

- Only shortlisted candidates will be contacted.
- Attach **only** copies of **relevant** documents (Academic, personal, CV, application & Christian testimony). Any application without these attachments will not be considered.
- This Vacancy is open to South Sudanese nationals only.
- Applications once received are **NOT Returnable**.

ACROSS HR Department





Self-declaration of Good Conduct

In accordance with ACROSS policy for recruitment and employment (HR Manual section 4.4.P),

I _____ state that I have never been subject o sanctions (disciplinary, administrative or criminal) arising from an investigation in relation to SEA, harassment, fraud, or corruption, or left employment pending investigation, or refused to cooperate in such an investigation.

I further declare that I have not and am not affiliated with any terrorist organization, nor have I participated in any terrorist activity, nor been convicted of any terrorist activity. I have not left employment pending an investigation, or refused to cooperate in such an investigation.

Date: _____

Name of Applicant: _____

Signature of Applicant: _____

Name of Witness (ACROSS Staff): _____

Signature of Witness: _____

