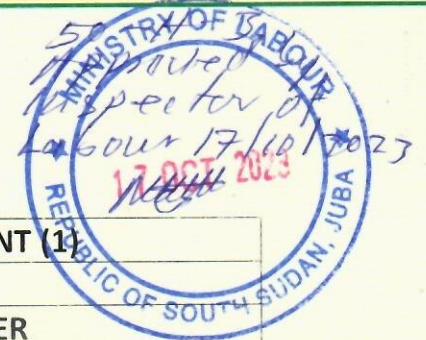




# Women for Justice and Equality - South Sudan (WOJE)

## VACANCY ANNOUNCEMENT

JOB TITLE:	PROGRAM ASSISTANT (1)
DUTY STATION:	JUBA
REPORTING TO:	PROGRAM MANAGER
DURATION:	6 MONTH WITH EXTENSION
Date of issue:	17 <sup>th</sup> /10/ 2023



### 1. scope and context

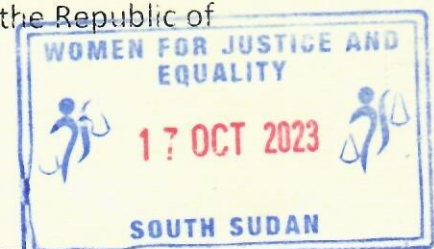
**Women for justice and equality (WOJE)** is a feminist advocacy organization working towards strengthening and advocating for the rights of women in marginalized communities in the Republic of South Sudan. The organization was formerly known as Islamic Development and Relief Agency (IDRA), **WOJE** engage in the protection of women and girls and hoping to grow into a vibrant advocacy movement for the rights of women and girls across Africa in future.

The organization is legally registered, as a National Non-Governmental organization with the Relief and Rehabilitation Commission of the Republic of South Sudan under the **Reg. No. 1972**.

### 2. The Position

WOJE is seeking to recruit a highly motivated and experienced GBV officer to join its program team and ensure that the grassroots women benefited from the program set with its rules. The successful candidate will be expected to contribute to the development and delivery of high quality programmes and commitments to ensure that vulnerable women and girls benefit equally from developed efforts.

The **GBV** officer will provide strategic input and advice on gender across the work of **WOJE** and will work within objectives teams to ensure that gender equality





is mainstreamed within targeted areas. He/she will undertake analytical and advocacy work and will have responsibility for management of partnerships which deliver specific measures, especially in the areas of gender based violence.

### 3. Overall responsibility

To contribute to the achievements of objectives and the results set out in **WOJE** strategic plan by leading on the development, coordinate, implement and monitoring of gender desk put as **WOJE** gender plan with full priority of protecting women and girls.

- ✚ Provides necessary information and documentation for the preparation of project proposals for WOJE to contact potentials donors. Contribute to contingency planning for possible WASH emergency response if required.
- ✚ In coordination with the relevant colleagues, verify that all relevant permits and authorizations are obtained from the local authorities to guarantee project projects stability and good relations with the local government
- ✚ Plan and coordinates procurement in 'line with approved specification, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in timely manner.
- ✚ Maintain effective and active communications with all the stakeholders.
- ✚ Ensure that project data and information is archived and shared appropriately
- ✚ Prepare and submit regular progress reports to the operation manager or program manager
- ✚ Monitor the project implementation by performing regular visits to the areas of operation, verify that Dignity kids materials are being properly utilized and that items are effectively distributed to the beneficiaries.
- ✚ Monitor projects activities meet their scope, time and budget as per the projects work plan as designed with WOJE.
- ✚ Coordinate the implementation of activities required for the successful completion of the project activities



- ‡ Perform other duties as may be assigned.

## QUALIFICATIONS

- ‡ High school Diploma , with sound knowledge of GBV and principles for humanitarian assistance and at least six years of relevant professional experience
- ‡ A relevant undergraduate qualifications in Social work, social Administration, project planning & management & development studies, Conflict Resolution & Public administration certificate is essential.
- ‡ Bachelor Degree in Conflict Resolution in a very recognised intitutions

## DESIRABLE EXPERIENCE

- ‡ Experience in community mobilisation, GBV and wash programmes.
- ‡ Experience working with different international organisations specialized in Humanitarian assistances and NNGO, INGO
- ‡ A minimum of 3 years relevant work experience in working with Marginalized communities, women and girls, women living with disabilities, **SGBV SURVIVORS**, **GBV SURVIVORS** and gender portfolio.

## SKILLS

- ‡ Knowledgeable in understanding institutional, legal and policy frameworks at national and local level that impact on the status of women in south Sudan.
- ‡ Demonstrate capacity strengthening skills and on-the job training
- ‡ Excellent monitoring and evaluation
- ‡ Demonstrate ability to meet deadlines and deliver under pressure
- ‡ Comfortable working with multi-disciplinary, cultural team.

## Required Competences

- ‡ Inclusion and respect for diversity .
- ‡ Promotes individual and cultural differences and encourage diversity and inclusion





- ⊥ Integrity and transparency, maintain high ethical standards AND ACXTS IN A MANNER CONSISTANT WITH ORGANISATIONAL principals/ rules and standards od conduct.
- ⊥ Professionalism; Demonstrate ability to work un a composed, competent and committed manner and exercise careful judgement in meeting day-to-day challenges.
- ⊥ Courageous and Empathy

### **Core competencies**

- ⊥ Team work; develop and promotes effective collaboration within and across units to achieve shared goals and optimize results
- ⊥ Manage and share knowledge.
- ⊥ Produces and delivers results in service- oriented and timely manner.
- ⊥ Encourage and contributes to clear and open communication.

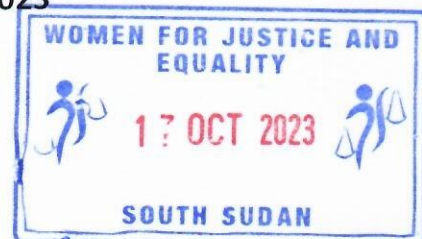
### **How to apply**

**Interested applicants should submit their application, together with resume/CV including telephone and email contacts of at least 3 referees as well as your daytime telephone / cell phone contact number to WOJE south Sudan jobs to [wojehumanresource@gmail.com](mailto:wojehumanresource@gmail.com) copy to [dusmanflorence18@gmail.com](mailto:dusmanflorence18@gmail.com) indicating the position and location you have applied for the subject line of your email.**

### **Please note:**

1. Deadline for receiving application for this position is the 15<sup>th</sup> of Dec 2023
2. WOJE south Sudan promotes gender equality and encourage qualified female candidates to apply
3. Only shortlisted candidates will be contacted for assessments

**NOTE THE DATELINE IS 15<sup>th</sup> OF DECEMBER 2023**



BEST LUCK

