



	<u>Job Description</u>
<b>Job Title:</b>	Senior WPE Officer
<b>Band / Level / Grade:</b>	8B
<b>Department:</b>	Women Protection and Empowerment
<b>Location:</b>	Ganyliel
<b>Overtime Eligible:</b> (per local law)	Exempt

### **BACKGROUND:**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure.

IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups.

### **JOB SUMMARY:**

Based in Ganyliel and under the direct supervision of the WPE Manager, the Snr WPE officer will oversee and lead the implementation of WPE project activities in Ganyliel with remote supervision from WPE Manager. This position will play an important role of coordination with other IRC Sectors. Snr WPE Officer is expected to lead the process for strengthening Referral Pathway for survivors and trauma affected populations by mapping of GBV and trauma support service providers in project locations and dissemination of the referral pathways across the community, project staff and service providers. The position is expected to conduct community engagement meetings, facilitate workshops and trainings with community structures and Partners, will also supervise two GBV case workers and community outreach volunteers.

### **Major Responsibilities:**

The responsibilities of the GBV Case Worker, include but are not limited to the following:

#### **Quality Program Implementation**

- S/he will train the community structures on GBV Prevention and Protection from Sexual Exploitation and Abuse (PSEA) to ensure increased awareness and exploitation free service delivery to the beneficiaries from all humanitarian agencies
- S/he will train GBV case workers and Community volunteers of GBV Prevention, PSEA and Community mobilization techniques that will be adapted during community engagement meetings
- S/he will ensure both IRC and SSHF partners are trained on GBV Concepts, Referral Pathway and Protection from Sexual Exploitation and Abuse (PSEA)
- S/he will ensure quality project data is timely collected, managed as per the IRC's Data Protection Protocols
- With coordination from other partners, s/he will take a leading role to regularly update the referral pathway for GBV survivors ensure coordination of services and timely support to the survivors and persons of concern.
- Work with the other partners to identify protection concerns at the individual or family level and will address these through referral and/or, in cases of last resort, provision of individual protection assistance (IPA).
- S/he will ensure the IEC materials and GBV Pocket guides are developed, printed and disseminated to the community to increase their understanding on GBV and where the services can be accessed.
- Ensures all project monitoring activities are fully documented, including systematic and timely data collection as required under the grant and for IRC M&E purposes.
- S/he will work with GBV case workers to conduct community workshops with leadership



- structures to increase their understanding on GBV related issues.
- S/he will organizing and facilitating the Referral Workshop with Relevant Actors to ensure they are aware of the GBV referral pathway and are capable of referring GBV survivors to access psychosocial support services in safe, timely and confidential manner.
- S/he will led the team in preparation of all necessary documentation for each activity (including weekly vehicle movement plans, procurement requests, payment requests, etc.) and for the reconciliation of the money spent during each activity.
- Ensure that quality weekly, monthly, donor and activity reports are prepared and shared on time.
- Undertakes other tasks as requested by the WPE Manager and Snr WPE Manager.

### **Team Management**

- Supervise, mentor and coach GBV case workers and community outreach volunteers to increase their knowledge on GBV with the aim of providing quality services and information to beneficiaries.
- Organize and facilitate in monthly meetings organized by WPE Manager to plan and discuss the activities for the next month.
- Maintains open and professional relations with team members, promoting team spirit and overall guidance so that the program successfully implement the project.

### **Professional Standards:**

*The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation*

### **Core Competencies**

- High problem solving skill and conflict resolution.
- Prioritize work under pressure and in difficult setting.
- Positive and professional attitude
- Meet deadline and high flexibility of working hours.
- Maintain high communication among team and supervisor.
- Coordinate multiple tasks and maintain attention to details
- Other responsibilities as needed

### **Key working relationships:**

**Position Reports to:** WPE Manager

**Position directly supervises:** GBV Case workers and community outreach volunteers

**Other Internal and/or external contacts:**

**Internal:** Regular relationships with WPE Program department's team.

**External:** Ensures effective communication with IRC sectors, FFP consortium partners and other partners in an area. Develops and maintains effective working relationships with INGOs, government authorities, and other key stakeholders to ensure active coordination, collaboration, and information dissemination.

**Working Environment:** Position is based in relevant field office and must comply with IRC South Sudan's security protocols.

### **Job Qualifications:**

- Higher Diploma or Bachelor Degree in Social Sciences, or related field
- At least 2 years in GBV programming
- Solid experience in Budget monitoring
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- Positive attitude to women and girls
- Fluency in English required and local languages relevant to the context, both spoken and written required.
- Works collaboratively with team members to achieve results
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- Previous experience working with an NGO or INGO required, experience with programming preferred;
- Demonstrated organizational, management and reporting skills;
- and reporting skills;
- Strong communication skills;
- Excellent computer skills: MS Word, Excel and Outlook;
- Ability to live and productively work under stress and in insecure and harsh environments while maintaining a sense of humor.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

**How to Apply:** Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID and day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Head office in Juba Goshen House, or field offices in Ganyliel, Nyal and Bentiu**, or you can e-mail your applications to [SS-HR@rescue.org](mailto:SS-HR@rescue.org). The Deadline for submission is **Friday 5<sup>th</sup> November 2021** before **5:00PM** local time.

**NOTE:** Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

**PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)**

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY**

