



Women Vision

SO-H-3
Approved by Senior Inspector,
MOL/RSS/J



Job Title: Safe House Manager

Duty Location: Unity State-Bentiu

Objective: This position is responsible to supervise the overall safe house operation and implementation of safe and culturally sensitive services. The purpose of the Safe House Manager is to ensure the survivors are receiving lifesaving quality support and are able to access the service needed to support their recovery. This position will receive direction and will collaborate with the GBV Program Manager.

Brief Description (see details below): This position will oversee and supervise the safe house and ensure that the services provided in the safe house are survivor-centered and that the safe house is equipped with relevant materials, adequate spaces, technical guidelines, prepared staff and Standard Operating Procedures to ensure good quality and safe service provision. The incumbent will help plan, design, implement, monitor and report on the implementation of the safe house for GBV survivors according to the national protocol. The position will directly supervise social workers and case workers, monitoring survivors' safety and case progress in collaboration with respective agencies.

Report to: GBV Program Manager

Duties and Responsibilities:

1. Management and Quality Assurance:

- Ensure and reinforce adherence to GBV guiding principles in all activities.
- Ensure that the services provided including case management and psychosocial interventions, adheres to best practice principles when working with survivors of GBV.
- Ensure the safe house has Standard Operating Procedures in place with a code of conduct for staff and a code of conducts for the guests in place.
- Support the development and maintenance of a coherent strategy to ensure the safe house is supporting survivor's recovery and empowerment.
- Provide direct support and ongoing mentoring to GBV social workers and other staff members in providing services to women and girls who are survivors of GBV. This will include assessing the survivor's needs; basic crisis counseling (and in some contexts additional individual counseling); development of action plans with clients; support to survivors in accessing services.
- Ensure the safe house develops and implements a range of age-appropriate and specialized group emotional support services to be provided to vulnerable women and girls to meet the needs of GBV survivors.
- Guarantee the existence of a physical confidential space for case management and individual counseling.

2. Risk and Security Management

- Ensure that client/survivor's confidentiality and privacy are upheld at all times.
- Focal person in all aspect of Safe House security and monitor safe house safety all through the day, ensure that all relevant security entrance and exit are locked.
- Ensure that staff and client/survivors are following the lock-up/security always.
- Implement Safe House security procedures, monitor and maintain safe and supportive



environment within the safe house at all times.

- Report any security incident to the GBV program manager immediately.
- Liaise with health providers on health issues of client/survivor for timely medical care.

3. safe House reception, orientation, activities and shared living

- Responsible for ensuring proper coverage of staff 24/7 especially for nights, weekend shift (due to illness or other personal issues) and during holidays.
- Provide orientation to clients on shared living facility, safe house rules and regulation and security procedure.
- Facilitate effective communication among clients and to promote constructive mechanisms for coping with shared safe house life.
- Facilitate, daily schedule, weekly clients meeting and case updates.
- Focal person in all the safe house chores and traditional household's skills such as baking, cooking, and knitting.
- Ensure that children space is respected, safe and all activities for children are supervised.
- Inform GBV Program Manager immediately whenever there are issues arises involving safe house clients/survivors.
- Monitor proper functioning of the safe house facility; clean SH at all times, food and stock supplies are sufficient and equipment's and furniture's are complete and operational.



4. Human resources:

- Select, train and supervise safe house staff.
- Ensure capacity building of staff and transfer key skills according to each technical profile and identify training needs of staff and facilitate training to meet those needs.
- Ensure staff awareness and respect of code of conduct and Standard Operating Procedures.
- Ensure a positive working environment and positive and respectful environment within the safe house.
- Conduct regular planning and information sessions with team members.
- Advise and support staff professional development and foster positive team spirit to encourage quality, innovative programming.

5. Coordination:

- Liaise and collaborate with relevant local authorities and other key stakeholders.
- Ensure the safe house is part of the local GBV referral pathways.
- Ensure coordination with service providers, including health, psychosocial support, livelihoods, protection and legal actors.

6. General Responsibilities:

- Participate in regular supervision with the appropriate supervisor. Attend and actively participate in staff meetings, supervision, and trainings as directed.
- Maintain a positive cooperative work approach and foster teamwork among co-workers.
- + Prepare and maintain up to date work plans and expenditures plans and ensure accurate budget forecasting and expense planning.
- Submit reports/statistics timely; monthly, quarterly, and annually as needed.
- Adhere to WV's mission, vision, objectives, and work ethics.
- Complete all duties as assigned and other duties as required.



Qualifications, experience, and desired characteristics:

- Minimum five years of experience working with GBV survivors

Minimum of three years of experience supervising a multidisciplinary team.

- Higher education preferably in Social Work, Psychology, Human Services, or related field
- Fluency in Nuer, Arabic and English, other South Sudanese is an added advantage.
- Proven communication and interpersonal skills including conflict management.
- Proven experience in planning, budget management and financial literacy
- Experience in capacity building and training of staff on GBV.
- Experience of coordination and advocacy.
- Demonstrated leadership and teamwork skills.
- Knowledge, understanding and adherence to the survivor-centered approach.
- Ability to maintain clear personal and professional boundaries and work effectively in a stressful and demanding environment.
- Basic computer skills, ability to record accurate clients' information and staff documentation.
- First Aid certified or willingness to secure after hire.
- Strong commitment to WV vision, mission, and values.



HOW TO APPLY:

Your application should include your resume with contact details of three referees, cover letter explaining how you meet the position criteria, copies of academic certificates and recommendations from former employer.

Application can be hand dropped to WV office in Juba: Rock City Block IV behind play ground or Bentiu: humanitarian log bass gate II or through the email address: info@womenvisionssd.org

Dateline for submission 08th September before 5:00 pm

This position is limited to female only and only shortlisted candidates will be contacted for interview

