



Job Description for Project Officer

50-H-3
Approved by
Inspector M10L
04/05/2023
M10L



Job Title: Project Officer
Report to: Project Manager
Starting Date: As soon as Possible based on donor commitments.
Period: 1 year with possibility of extension depending on availability of funds.

Opening Date: 04th May 2023
Application Deadline: 25th May 2023

BACKGROUND

IsraAID is an Israel-based non-governmental organization that was founded in 2001 and has since its inception worked in emergency and long-term development settings in over 55 countries. IsraAID's mission is to support people affected by humanitarian crises by partnering with local communities around the world to provide urgent aid, assist recovery, and reduce the risk of future disasters.

We are therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join our South Sudan Program as a Project Officer under UNICEF Project to be based in Juba

JOB PURPOSE

The Project Officer will be responsible for overall guidance and practical support to contribute to the effectiveness and impact of the Country Program through the development and incorporation of the protection intervention, Gender and gender Equity, Gender based violence, PSEA and Environmental Conservation activities in Juba working closely with partners and communities. He/s will be responsible for developing, coordinating, implementing and monitoring and supporting programs adherences to IsraAID strategy plan and donor standards.

Key Duties and Responsibilities:

- Provides oversight and monitoring of the project field activities. S/he supervises the social workers.
- Lead in all project outreach activities in Juba Urban that target different category of people with particular focus on protection of women and children safety and security to abuse and exploitations in the targeted locations.
- Develop/identify appropriate – specific protection & GBV service & information, materials and activities for different groups identified i.e., Community structures, Women and



- Develops weekly and monthly plan based on protection/GBV/CP trends and needs of women and adolescent girls.
- Lead and conduct community awareness sessions including door to door visits, group discussions sessions or information dissemination in community to inform the community on protection/GBV and environmental conservations issues to reduce incidences of Protection/GBV at the community.
- Develop and implement series of age-appropriate and particular group demonstrative services to vulnerable women, girls, with an emphasis on meeting the needs, ensuring protection/GBV centrality in other interventions such as distribution of dignity kits, school protection' and prevention (establish protection clubs in the schools and safe shelters).
- Develop/Lead training sessions on Protection/GBV basic concepts, Child protection Minimum standards, General Protection, Psychosocial first aid (PFA) for staff, parents/caregivers, teachers and communities.
- Provide reports on the project's progress, budget and resource expenditures including staff guidance and support supervisions for project quality assurance
- Organizing meetings and setting agendas and managing relationships with internal and external stakeholders
- Maintain coordination with other actors on the ground, design feedback systems for getting complaints from communities in place with sensitivities to age gender, diversity, and accessible to women and girls and at risks beneficiaries.
- Prepare and submit timely, monthly quarterly or end of the project reports to the project manager.
- With support of the Project Manager, MEAL officer, conduct data collection, accurate record keeping and management of information to ensure project records and progress reports and impact of IsraAID projects in line with protection principles and gender equity as required by the organizational standards and donor, updated and documented and produce at the monthly, quarterly basis to the Project Manager.
- Attend any other internal platforms meetings and coordination.
- Perform any other duties as assigned by the supervisor

Required experience and competencies

- Bachelor's degree in Social Studies, Development Studies or any other relevant field
- Minimum 3 years' progressive experience in Protection/GBV/CP programing and understanding working in humanitarian context
- Excellent knowledge and skills working with local communities and monitoring local community assignments and project management skills.
- Good communication and written skills in reporting with excellent English and spoken local Arabic).
- Understanding of Protection/GBV/CP/SEA programming – a benefit and added value





To apply for this position, please send your CV (Max 3 Pages) to ssdhr@israaid.org or hand dropt to IsraAID office in Juba at Affix River Camp.

Please note that CVs longer than 3 pages will not be considered

Note: Please indicate the title of the position you are applying for

We regret to report that only shortlisted candidates will be notified

