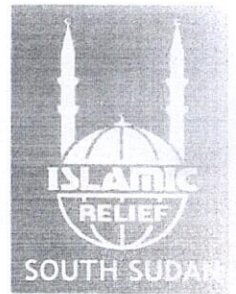


Approved by Labor office

Date: 14/7/2022

Chd K. D. D. 19



6th July 2022

RE: JOB ADVERTISEMENT

Position: Gender Officer
Base Location : Warrap, Tonj North
Contract Type: Fixed Term
Closing date: 29 th July 2022 4:00 PM
Department: Programme
Reporting to: Head of Programmes
Matrix- Field Coordinator/Project Coordinator
Line Management Responsibilities: NA
Islamic Relief Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender and implement our work in the thematic areas of (i) Water, Sanitation and Hygiene, (ii) Food and Livelihood Security (iii) Health and Nutrition (iv) Protection and Inclusive Resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit a dynamic and self-motivated individual for the position of Gender Officer to be based in Warrap in Tonj North County.
ROLE PURPOSE:
ROLE PURPOSE: Reporting to the Head of Program, the Gender Officer will ensure the IRSS programs achieves the Gender Equality outcome results and is of high quality, mainstreams gender approaches by documenting and utilizing learning and knowledge from within and outside of Islamic Relief South Sudan to develop/design and improve programs to achieve high impact.
CHILD SAFEGUARDING: Level 3: The role holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight).

KEY WORKING RELATIONSHIPS

Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators and programme staff in field.

SCOPE AND AUTHORITY

Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff

The job holders have to follow compliance of core humanitarian standards and IRW compliance in the whole project management cycle (PCM) proactively;

Responsibility for Resources: None.



MAIN OFFICE
IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai Cinema, B. O. Box 252

WAU OFFICE
Hai Darajat
Tel: 0916287894

WARRAP OFFICE
Along the Warrap - Akop Road
Tel: 0920622368

KAPOETA
Narus Compound
Diocese of Torit

Website: www.islamic-relief.org
RRC Reg No.051

KEY ACCOUNTABILITIES:

1. Supporting development and implementation of Islamic Relief South Sudan projects on Gender Equality outcome results (40%)

- Coordinate all Gender result activities for Islamic Relief South Sudan to ensure the projects achieves its gender outcomes.
- Coordinate and take a leading role in the development and implementation of the Project Gender Strategy using collaborative methods to work with IRSS.
- Oversee the development, update and implementation of the gender analysis and strategy to deliver on the Gender Equality outcomes outlined including the Capacity Building plans.
- Ensure mainstreaming of gender approaches in the MEAL system design and implementation with support from the MEAL Coordinator and Head of Program.
- Support gender related tools development, testing, and management that will ensure timely and user-oriented gender related data collection and reporting.
- Promote and support the dissemination of gender related Program information among the Program team.
- Contribute to concept and proposal development in gender, livelihood, and other IRSS thematic areas.
- Contribute to the gap analysis in the areas of livelihoods, protection and GBV and Humanitarian response in South Sudan.
- Represent Islamic Relief South Sudan and the Projects in various gender meetings, networks and opportunities to support the project.
- Liaise with the Head of Program to share models, tools and best practices for the project

2: Reporting, Documentation, Knowledge management and Learning support (25%)

- Coordinate and guide partners in their gender equality results reporting and documentation responsibilities. Ensure that the reporting meets the evidence and communications needs of IRSS.
- Review project gender equality outcome results achievements against indicator targets with a view to strengthening reporting, planning, implementation as well as decision making.
- Keep up to date project gender related data and reports for reference by the program team as well as other stakeholders.
- Provide gender outcomes data for internal and donor reports as well as internal documentation and reporting systems.
- Take lead in documentation of lessons learnt and best practices as well as dissemination on the same.
- Provide technical support in filling in the Gender marker accurately during reporting and designing new projects for layering on the existing ones.

3: Capacity building of staff and partners and technical Support on Gender Equality Results outcomes (35%)

Facilitate the active participation of partners in the design and implementation of the gender analysis and gender strategy

- Together with Head of Program and Gender Coordinator design and implement a gender outcome capacity strengthening strategy based on a participatory capacity assessment and capacity strengthening and building plans.
- Guide and support in the implementation of the Gender strategy and any other agreed gender equality results in line with Program proposal/Design.
- Support in conducting gender equality targeted evaluations, including design, support in data collection, management and analysis working closely with the MEAL Coordinator.
- Contribute to the development of project annual operating plan, ensuring alignment of the gender equality results with program approach and achievement of annual target indicators.



MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE

Qualifications/skills/experience

Qualifications

- A Bachelor's degree in a relevant area, e.g. gender studies, social sciences, agriculture or development studies.

SKILLS

- At least 2-3 years of relevant professional experience in coordination, planning, integration, advocacy for/in gender equality and women's empowerment; experience in humanitarian settings and with humanitarian clusters required;
- Extensive technical knowledge regarding gender in humanitarian action, GBV, such as humanitarian planning and implementation instruments and processes, would be a strong asset;
- Advanced Conversational skills in English and Arabic
- Skilled in the following competencies: Leadership, Accountability, People management, Team work & Collaboration, Beneficiary & Client focused.

ATTITUDES

- Understanding of country cultural diversity and respect to others.
- Committed to Islamic Relief Worldwide values and code of conduct
- Strong interpersonal skills, a team player coupled with capacity building skills & experience, and experience in managing multicultural teams.
- Proactive and takes initiative.
- Willing and able to travel to field locations for up to 70-80% of role

Desirable:

- Experience and skills in project planning.
- Experience in designing and facilitating training and mentoring of staff.
- Experience working with on farm livelihood like agriculture, livestock (pastoralist communities).

How to Apply:

Interested candidates should submit their applications letter briefly describing a motivation letter for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to IRSS.recruitment@islamic-relief.or.ke not later than the deadline of **4th June 2022 at 4.00 p.m. local time**. Interested and qualified candidates are requested to send their applications through: IRSS_Recruitment@islamic-relief.or.ke **OR** drop a hand delivered copy of their application to **Islamic Relief South Sudan- Wau Office at Hai Darajat (Tel:+211 924114445/924601714)** on or before **29th July 2022 at 4: PM**

The deadline for application is **Close of Business, 29th July 2022 at 4.00 p.m.**

- Only shortlisted candidates will be contacted.
- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

