



JOB #: PO-G&P-Y1-2/23

JOB OPPORTUNITY

Position: Project Officer- Gender and Protection (1)

Department: Programs

Reports to: Project Manager

Location: Yirol, South Sudan

Job summary

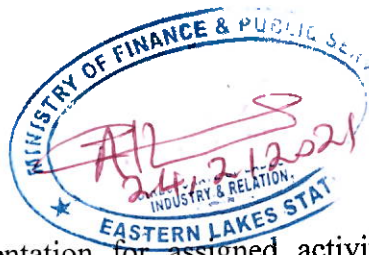
As a member of the Gender and Protection team, you will monitor and report on all gender and protection activities in support of Catholic Relief Services (CRS) work in serving the poor and vulnerable people. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly work towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Support the coordination and implementation of all assigned gender and protection activities as outlined in the detailed implementation plan in line with CRS program quality, principles and standards donor requirements, and good practices
- Monitor and reports any challenges and/or gaps identified to inform adjustments to plans and implementation schedules
- Support accountability through coordinating gender and protection evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule
- Collection information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Train PMCs and PTA/SMC on gender and protection issues
- In collaboration with the Senior Project Officer- Gender and Protection, Project Manager, and the Program Manager II, ensure program staff are fully trained on gender and protection and existing referral systems and relevant SOPs.



I: Approved



- Complete gender and protection documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Contribute to the overall objective of the Oxfam protection country strategy and the implementation work plan.

MEAL and reporting:

- Produce gendered protection updates that will be included in field visit reports
- Conduct site visits to the intervention sites to monitor the implementation of the risk mitigations measures.
- Contribute weekly updates, monthly, quarterly, and annual reports.
- Conduct assessment to identify the gaps and needs on gender and protection and to know what the good practices is related to gender and protection and inclusion, and how to enhance gender and protection and inclusion mainstreaming
- Support and coordinate with MEAL Officer and assistant for post-distribution and other monitoring activities related to protection activities.

Background, experience, and requirement

Education and experience

- Minimum of a College Diploma in Social Sciences or Gender Studies. Bachelor's degree preferred.
- Minimum of 4 years of work experience in project support. Experience in the gender and protection for an NGO would be a plus.
- Additional education may substitute for some experience.
- Experience in participatory action planning and community engagement.
- Experience in monitoring projects and collecting relevant data preferred.
- Experience with feedback and complaints response mechanisms.
- Strong commitment to CRS mission and core values
- Experienced using MS Windows and MS Office packages (Excel, Word, PowerPoint etc.)

Personal skills

- Good observations, active listening, and analysis skills with ability to make sound judgement.
- Good relationships management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy, and timeliness in executing assigned responsibilities
- Proactive, results-oriented, and service-oriented
- Very good interpersonal skills, particularly in networking, working with communities, local civil society, and local authorities.

- Good understanding and knowledge in application of do no harm, conflict sensitivity principles and CRS standards and ethics for protection work.
- Understanding of monitoring processes, learning, adaptation, and evaluation
- Excellent grasp of English in written and oral communication.
- Willingness to work in insecure environments and a high level of adaptability and initiative
- Willingness and fitness to travel and stay in the field for sustained periods of time.
- Proven analytical skills

Required/desired Foreign language: N/A

Travel required: Willingness to travel 75% of the time to food distribution sites/locations.

Key Working Relationships

Supervisory: None

Internal: Gender and Protection Technical Advisor, Senior Project Officer- Gender and Protection Officer, Program Manager II, Team Leaders, other programs, and operations staff

External: Local Protection Cluster, WFP, INGOs implementing protection programming, local government, PTA/SMC and community members.

Agency-wide competencies (for all CRS staff)

These are rooted in the mission, values and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting relationships
- Professional growth
- Partnership
- Accountability

Competence Relevant for the Specific Position

Monitoring, Evaluation, accountability, and Learning (MEAL) competencies

- **Monitoring:** implements monitoring activities and processes according to the project's Detailed Implementation Plan and MEAL system.
- **Evaluation:** Facilitates the use of monitoring data during quarterly participatory reflection events and other for a with partners and other stakeholders to inform project decisions.
- **Accountability:** actively seeks and responds to feedback from all members of targeted communities and other stakeholders
- **Learning:** promotes the application of learning to improve program quality and to strengthens agency influence among external stakeholders.

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protection children and vulnerable adults from abuse and exploitation.

Application Submission:

PLEASE MARK YOUR APPLICATION/EMAIL SUBJECT WITH THE JOB #: PO-G&P-Y1-2/23

Interested Candidates should submit a **non-refundable** application letter and CV together with the names of three professional referees not later than **March 12th, 2021**. Application should be submitted to CRS' office **Yirol/Juba** or by email to: southsudanvacancies@crs.org

Only short-listed candidates will be contacted.

Equal Opportunity Employer

- **By accepting this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate. I will be subject to a comprehensive background check, and my personal/professional referees will be asked to evaluate my behaviors related to the above safeguarding- related topics.**
- **Female candidates are HIGHLY encouraged to apply!**

