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Approved  
By Assistant Inspector  
*[Signature]*

## JOB OPPORTUNITIES INTERNAL & EXTERNAL

Non-relocatable



**Position Title:** Protection Assistants

**Report to:** Protection Project Officer

**No of Post (6)**

**Duty station** Pigi/Canal, Duke, Bor South and Twice East

**Contract Duration** six Months renewable subject to availability of funds and acceptable performance.

### Background

Mobile Humanitarian Agency is nonprofit-non-governmental national organization founded and legally registered in 2017 under Chapter 3, section 10 of NGOs Act 2016. MHA's primary purpose is to safeguard the rights and well-being of conflict-affected communities through provisions live-saving of emergency assistance, data collection and protection monitoring in the hard to reach field locations, and to ensure that people in needs have free and unimpeded access to humanitarian assistance. MHA has static presence in Leer, Mayiandit and Pigi/Cannal, and is planning to expanding the geographical coverage to Duke, Bor Soouth and Twice East within Jongelie State under SSHF project.

### Brief Context

South Sudan is a country that has been affected by both natural and conflict-related emergencies over the last seven years with total caseload of 1.7 million internally displaced persons and 8.3 Million people in needs of humanitarian assistance, and this number is expected to rise as the flood has already engulfed most part of the country and hundreds of thousand has already been displaced. MHA is seeking for a qualified Protection Project Assistants to implement the protection project through both static and mobile response in the locations listed above.

### Scope of work

Under the guidance and supervision of Protection Project Officer, he/she be responsible for Routine Protection monitoring, assessment, deification of PSNs, documentation, reporting and coordination with other partners while in the field. The Protection Project Officer will ensure that all work plans are prepared and implemented according to schedule and the project work plan.



- In collaboration with the Protection Officer and other Mobile team's members ensure that all Protection principles are mainstreaming in all of MHA's emergency interventions
- Under the supervision of the Protection Officer, the Protection Monitoring Assistant will be part of the Mobile Team during the rapid assessments, protection analysis and the mapping and identification of protection needs in emergencies, hereunder draft assessment reports and situation reports
- Participate in emergency protection needs and vulnerability assessment whenever necessary.
- Support the Protection Officer in the implementation of protection activities in the emergency response and ensure delivery, quality and adherence to national and international protection standards and guidelines;
- Support in the identification, verification and prioritization of the most vulnerable individuals for service using agreed vulnerability criteria, during the emergency response
- Ensure the provision of effective protection services and referrals during the emergency response.
- Identify individuals with special needs and provide specialized emergency assistance.
- Ensure community engagement, effective communication and conflict-sensitivity throughout the response
- Collaborate with other relevant partners to develop and maintain protection referral mechanisms.
- Under the supervision of the Protection Officer, the Protection Monitoring Assistant will participate in the distribution of Core Relief Items together with other Mobile team members ensure beneficiaries' feedback and complaints are respectfully collected and responses are provided as per MHA's framework for beneficiaries' feedback and complaints collection and response mechanisms;
- Participate in the humanitarian coordination meeting and ensure MHA is represented.
- Work closely with the other Mobile Team staff to undertake other protection tasks requires by the Protection Cluster.
  
- Support in the development of daily, weekly and monthly reports.
- Ensure proper documentation of all project activities including means of verification and assessments.
- Assisting in developing and conducting rapid assessments, mid-term and end of project reports and evaluations.
- Keep accurate records of activities, beneficiaries involved, and issues identified.
- Regularly update case files and databases according to MHA procedures

#### **Qualification and requirement**

Completion of Secondary with over 3-4 years of protection-related experience or diploma in Social Science/ Certificate in administrative law and other relevant qualification including experience in emergency and HLP related experience.

Demonstrate experience in human rights, GBV and Child Protection

Demonstrate successful experience in working in complex security environments

Demonstrate ability to live, work and solve problems independently and effectively in remote, highly challenging locations.

Strong computer skills and knowledge of GMS (grants management system will be advantage

Good communication skills written and verbal as well as cultural sensitivity



**How to apply**

Interested candidate should submit the application letter and updated CV addressed to Admin and Finance Officer at MHA Office along the kololo road near Goal head office or send them to [mobilehumanitarianagency@gmail.com](mailto:mobilehumanitarianagency@gmail.com)

NB please mention clearly the location in which you are applying for in the application letter

In case the office location may be unfamiliar to you,

Please contact this number 0919000005 so that you will be directed.

**Female candidates are strongly encouraged to apply**

**Deadline 27<sup>th</sup> of Aug 2021"**

**NB, Due to the urgency of this position, MHA shall review the applications before the deadline or on continue basis both in the field offices and in Juba head office.**