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Approved by
MOI
01/8/2021
NAB



Head Office: Jebel Kujur – Next to Toyota Service Center,
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Juba – South Sudan

EXTERNAL & INTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a legally registered National Non-Governmental Organization (NNGO) operating across seven (7) states out of 10 states in South Sudan. With the mentioned field locations, HDC is working with the Refugees, IDPs, and Host communities to improve their livelihoods of needy people, enable them realise their potential and enjoy dignified lives. It also provides protection to the most vulnerable individuals with specific needs. It endeavours to promote human dignity and create peaceful environment for individuals to realize their full potential. It is in this framework, that HDC is to recruit

JOB TITLE:	Peace Build Officer (1position)	Duty station	Maban
REPORTS TO:	Protection Manager		
CONTRACT PERIOD:	4 Months with possibility of extension	TYPE:	Full-time
OPENING DATE	30 th August, 2021		
DEADLINE OF SUBMISSION:	17 th September, 2021		
NATIONALITY	South Sudanese only		

Scope of work

To provide grassroots project design, implementation and monitoring in the Peace Building activities. Fully responsible for the smooth, cost effective, efficient and timely implementation of Peace Building project activities, budget review and monitoring. Provide support to other projects to ensure integration of Conflict-Sensitivity and Peace building. Collaborate with and ensure operational and administrative support to project activities. Ensure community participation and involvement in their development process for sustainability.

To lead project design, implementation and reporting based on Project Proposals and facilitate community based Peace Building initiatives that are conflict-sensitive geared towards reducing conflicts in your project Jurisdiction at Maban County in Upper Nile State.



Duties and Responsibilities

Direct Peace Building project activities

- Supervise the peace building staff in accordance with HDC Policies and guidelines partnership agreement.
- Promote good stewardship and high accountability through efficient and economical utilization of resources in the project
- Motivate and ensure teamwork among protection staff for greater impact, in the community
- Liaise closely with and provide the necessary advice and support to the Peace Building Project in all matters pertaining to effective management and implementation of Peace Building activities
- Take full responsibility in the implementation of Peace Building Project at Maban County in Upper according to the agreed plan of action.

Coordinate project Design, implementation, monitoring and reporting

- Monitor progress of activity implementation to ensure highest quality standards and accountability based on LEAP framework.
- Participate in program design process specifically in assessments and generating community priority needs in Peace Building
- Develop regular monthly, quarterly and annual Peace Building reports
- Manage Peace Building staff to implement and monitor project activities towards realization of project out puts in a timely and effective manner
- Manage in preparation of detailed implementation plan based on approved and funded proposals and submit to Protection Manager for approval

Representation and Networking

- Represent HDC Program in Peace Building Forums at the field level and establish strategic partnerships with other organizations
- Establish and liaise closely with other partners, agencies and local Maban leaders regarding project activities to ensure and promote a coordinated approach to project implementation, including participation in relevant workshops, meetings and to keep the Area Manager and Protection Manager informed

Community mobilization and sensitization

- Assist communities identify their priorities, opportunities and resources for effective Peace Building project implementation
- Facilitate communities to fully participate in project activities for enhanced community ownership and sustainability of Peace Building program through sports, cultural events
- Facilitate awareness creation and sensitization of communities in Peace Building
- Facilitate regular meetings with peace committees



- Facilitate rotational peace tours at community level.

Technical and Strategic Support for Peace Building project

- Train, especially the Peace Building staff to implement project activities that adhere to the Do-Assure-Don't Do Framework recommended for Peace building and Conflict-Sensitivity.
- Maintain standards for Peace Building and Conflict-Sensitivity and ensure that Peace Building staff, partner agencies and recipient communities understand, accept and adhere to these standards.
- Assist the Area manager, Protection Manager, M&E officer and Head of Program in establishing and maintaining Monitoring and Evaluation system.
- Ensure that technical information pertinent to the project is obtained, documented and disseminated to staff as required.
- Assist the Area Manager, and Protection Manager in identifying potential Peace Building priorities and projects in the assigned geographical area.
- Work towards integrating Peace Building and Conflict-Sensitivity i in programming and ensure mainstreaming in all other Project initiatives

Financial Management Budget control and Monitoring

- Support preparation of requisitions for appropriate project supplies in line with approved policies from time to time
- In collaboration with Protection and Peace Building staff prepare project budgets, narrative reports, updates, financial reports and submit them within the agreed time frame

Requirements:

- Requires a degree in Peace-Building, Sociology, International Relations, Conflict studies or other related field. Masters preferred.
- Requires at least 3 years field experience working with Communities in Peace-Building programming and program management in an NGO context.
- Experience with integration / mainstreaming of peacebuilding and conflict-sensitivity across other programmes.
- Experience in sub grant program management with local and INGO's is must
- Experience in working with communities. Very strong communication skills
- Knowledge of humanitarian industry including sphere standards, NGO code of conduct and humanitarian charter
- Strong analytical, documentation, problem solving, interpersonal and negotiation skills
- Ability to work with different partners, local authorities, local organizations and NGOs, to develop and maintain positive relationships.
- Cross-cultural sensitivity, flexible and emotional maturity.



- Ability to maintain performance expectations in diverse cultural contexts, psychologically stressful environments and physical hardship conditions with limited resources
- Ability to cope and deal with stress and work under stressful work conditions is a requirement
- Commitment to HDC Core Values and Vision Statement
- Knowledgeable of MS Word, Excel, Power Point etc.



PLEASE NOTE, THIS POSITION WILL BE BASED AT MABAN COUNTY IN UPPER NILE STATE. ONLY SOUTH SUDANESE NATIONALS ARE ENCOURAGED TO APPLY.

INTERESTED QUALIFIED APPLICANTS:

Send the followings in an envelope to HDC office at Rock City next to Toyota Service in Juba or HDC Office in Maban before 5 PM Friday 17th September, 2021

- 1) Cover Letter/ application letter
- 2) Updated CV
- 3) Reference/Recommendation Letters from previous employers
- 4) Copies of Education Certificates
- 5) Copy of National ID

NB: Females candidates are highly encouraged to apply for the positions. **BE ADVISED:** *Do not submit original certificates / diploma / documents. However you may be asked prior to the interview process to bring the original documents / certificates / diploma with you for verification. Be reminded that the submitted application documents are not refundable.*

- ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

HDC is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, sex, colour, national origin, religion, sexual orientation, age, marital status, veteran status or disability

