

SO-H-3
 APPROVED by senior Inspector
 MOLIRSS/01
 13/11/2023



Vacancy Announcement-Project Officer-Inclusion

Location: Juba
Reporting to: Project Manager
Date of Advert: 13th November 2023
Closing Date: 30th November 2023

Contextualization¹

Job Purpose

Under the direct supervision of the Technical Project manager for GBV in close collaboration with all HI staff, part of the UNICEF project, the **Project Officer-Inclusion Mainstreaming** will implement activities to ensure disability inclusive humanitarian assistance within the UNICEF program, strengthening and building capacities of OPDs in Juba, Wau and Malakal.

S/he will be responsible for conducting trainings, workshops, and other inclusion activities with OPDs and education partners in Juba, Wau, Malakal and other areas where HI has projects. The Inclusion Mainstreaming Officer will work together with OPDs and HI staff and partners at Juba level, as well regularly visit Wau, Malakal and other HI filed locations as defined by line manager

Missions / responsabilités²

Position title	PROJECT OFFICER-Inclusion Mainstreaming (2 position)
Position in duty Station	30%-Juba and 70% field location
Duration	12 Months (3 months' probation)
Working Day/time	Monday – Friday (08:00 AM – 05:30 PM)
Line Manager	GBV Technical Manager
Key Responsibilities	<p>Project assessments, planning and implementation</p> <ul style="list-style-type: none"> Together with the project team, meet different OPDs to implement initial assessment of their strategies, resources and action to build their organizational leadership capacity of staff etc

¹ Mandatory for all positions: Geographical and/or Operational Context

² To be completed only if: combined function descriptions for SS (e.g. specify the tasks/responsibilities that Mr X will carry out in the function of Accountant and Finance Officer) or technical specifications for an operational or technical position (e.g. Project Manager, Logistics/Inclusion Specialist)





- Implement activities to collect relevant data on resources, good practices and factors of discrimination for children with disability based on disability within schools and out of school.
- Collect and report good practices among ODPs and education stakeholders towards the protection and inclusion of children with disabilities in schools and out of schools.
- Continuously monitor and evaluate the progress made by ODPs to adapt and improve their internal organizational sas indicated in their strategy and action plans

Development of Tools and approach

- Contribute to the finalization of the methodology and tools for the participatory assessment of factors of discrimination within the education sector at institutional, program, service delivery and community level based on experience.
- Contribute to the development of awareness raising and advocacy messages together with local organizations representing people with disabilities and the relevant stakeholders
- Help to harmonize all tools with other mainstreaming initiatives such as protection, age and gender mainstreaming within the humanitarian response
- Help to update and ensure a good quality of capacity building materials on organizational management based on feedback and lessons learned together with external consultant, during the project
- Help to develop and update an induction package for ODPs and HI staffs on organizational management and leadership.

Capacity building

- Support ODPs to implement sensitization and capacity building activities to ensure disability inclusive in schools by monitoring and evaluation practices, system and tools through the collection of reliable and comparable disability data (by using the Washington Group set of Questions and barriers and facilitators assessments)
- Sensitize school and educational stakeholders on inclusive education policy in South Sudan, disability inclusive humanitarian action and relevant global and Organizations Framework and commitments





(CRPD, the WHS charter, National Disability and Inclusion Policy, UNHCR guidance note and the IASC guidelines on the inclusion of persons with déshabilites in humanitarian action)

- Contribute to the organization of regular capacity building initiatives and participative to internal and external workshops, benchmarks mission for OPDs
- Provide sensitization and capacity building initiatives to all HI staff and help to develop and update an induction package for all staff
- Ensure that beneficiaries and partners are aware and comply with HI protection policies including the code of conduct and PSEA policy – Prevention of Sexual Exploitation and Abuse.

Documentation and reporting

- Regularly reporting on the activities of the UNICEF project (activity reports, meeting minutes, attendance sheets, indicator reporting, review weekly and monthly objectives, etc.) in compliance with M&E tools as per requested by the Project manager,
- Follow-up and update capacity building and sensitization plans based on the identified needs, interest and feedback
- Contribute to the production of barriers and facilitators assessment reports, reporting of evidence-based practices and lessons-learned in collaboration with inclusion unit.
- Help monitor and evaluate the relevance of implemented activities together with the project team according to the desired outcomes of the inclusion strategy and contribute to the collection/compilation of relevant data for internal and external monitoring and reporting purposes as required.

Représentation

- Représentation of the disability mainstreaming approach as per program strategy within all kind of coordination meetings (Government meetings, clusters, working group, as relevant) when needed
- Representation of HI towards local authorities and local associations upon request
- Report any relevant information and analysis related to disability mainstreaming to relevant stakeholders





	<ul style="list-style-type: none"> Ensuring coordination and coherence of our intervention amongst local and international actors, avoiding duplication and promoting complementarities Attend coordination meetings, working groups and travels to field locations implement and monitor the activities <p>Administrative functions</p> <ul style="list-style-type: none"> Participate in preparation of procurement plans and initiation of procurement process as well as delivery of supplies and IEC materials to user locations or beneficiaries in relation to project implementation. Any other relevant duties and responsibilities assigned by line manager or the Project Manager. <p>Other</p> <ul style="list-style-type: none"> Any other duties and responsibilities assigned by Inclusive humanitarian action specialist that is within the post-holder's expertise and experience.
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Other skills³

Eligibility/Qualifications	<ul style="list-style-type: none"> BA/S in Humanitarian Action/ Educational/Development studies or social fields (anthropology, psychosocial, sociology, social work, protection) Minimum 3-4 years' experience in working with INGOs and/or DPO's and disability activist groups Experience in projects related to the education. Protection, respect of rights and/or Inclusion of persons with disabilities Experience in advocacy related to human rights, including disability, gender, age or other factors of discrimination with government, NGOs, local authorities Experience in the design and implementation of participatory and fully accessible assessments of environmental and attitudinal barriers and facilitators of access Experience in the design, implementation, monitoring and evaluation of capacity building and coaching on disability inclusion, including promoting participation, empowerment and universal accessible design and reasonable accommodation Fluency in written and spoken English is mandatory, Arabic is desired
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³ To be completed only for profiles with a technical skill that does not appear in the function description





	<ul style="list-style-type: none">• Strong interpersonal and intercultural skills• Capacity to work respectfully and successfully with people with disabilities• Strong communication, presentation and reporting skills• Strong organizational skills• Good computer and IT skills• Global knowledge on disability inclusion in humanitarian action is desirable• Observe and respect and promote HI's protection Policies
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Application submission

All hard copy applications must be submitted to Humanity & Inclusion Country Office located in Tongping close to India Embassy not later than 30th November 2023 or by email to recruitment@southsudan.hi.org Due to urgency of this positions, all applications will be reviewed on a rolling basis.

Please Note: 1) Persons with special needs and Women are encouraged to apply

2) This job description can be modified to align with the specific changes in the needs and context of the organization and project from time to time.



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