



ACTED

VANCANCY

Protection Assistants (Mobile)

Position: **Protection Assistants Two positions**
 Department: **Greater Equatoria Programme**
 Location: **Mobile (based in Juba)**
 Issuing date: **23 August 2021**
 Closing date: **7 September 2021**
 Duration: **6 Months**

Approved
[Signature]
 23/8/2021

MINISTER OF LABOUR
 23 AUG 2021
 SERVICE & HRD
 S - JUBA

1. Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

JOB PURPOSE

Under the direct supervision of the Protection officer and Senior Protection Officer, the Protection Assistant is normally a member of the Office program implementation team and is relied upon by the Office to Support in planning, and lead and coordinate quality, timely and effective protection responses to the needs of displacement affected populations. This includes ensuring that operational responses in all sectors are include protection mainstreaming, all interventions are implemented through a protection lense, mainstream protection methodologies and integrate protection safeguards. Another important element of the SPO's functions is to ensure that persons of concern are involved with the Office in making decisions that affect them, whether in accessing their rights or in identifying appropriate solutions to their problems, create and train Community based complaints mechanism (CBCM).

CHAIN OF COMMAND

Under the authority of:

- Protection Officer
- Senior Protection Officer
- Project Manager
- Greater Equatoria Project Coordinator
- Greater Equatoria Area Coordinator

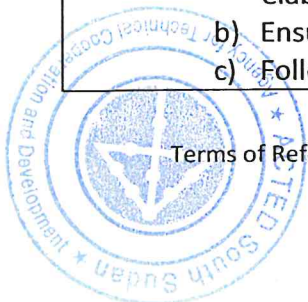
Line Management:

WORKING RELATIONS

Internal:

- Senior Protection Officer
- Project Manager
- Area Coordinator
- FLATS (Finance, Logistics, Admin & HR, Security, etc)
- AMEU Department
- PD department
- Mobile staff members

<ul style="list-style-type: none"> • All national staff part of the project teams 	<p><u>External:</u></p> <ul style="list-style-type: none"> • Beneficiaries • Donors related to the project • Relevant national and local stakeholders • National and international partner organisations
<p>OBJECTIVES</p> <p>To ensure the project is implemented in a timely and Professional manner, according to objectives, goals and indicators, in line with donor requirement and based on beneficiary needs.</p>	
<p>DUTIES AND RESPONSIBILITIES</p> <p>1. Project Planning</p> <ul style="list-style-type: none"> a) Develop overall project implementation Work plan with support from MCCCCM project manager. b) Support the project manager in organizing for project kick-off and close-out meetings whenever needed. c) Lead mobile protection activities. <p>2. Project Implementation follow up</p> <ul style="list-style-type: none"> a) Support the implementation of the Mobile CCCM protection Component ensuring technical quality and standards are considered and respected during project implementation. b) Supports the Protection officer in formation/training of CBCM in site of intervention. c) Supports the Protection officer in training and capacity building of Protection Focal Points d) Ensure budget utilization and physical target achievements are reviewed at least after every intervention. e) Conduct quick assessment on protection needs in site of intervention. f) Work closely with MCCCCM senior officer, and create joint BoQ for the response. g) Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards. h) Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation <p>3. Administration and Operational Management of Project Implementation</p> <p>3.1. Finance</p> <ul style="list-style-type: none"> a) Provide accurate forecasts with BOQs <p>3.2. Logistics</p> <ul style="list-style-type: none"> a) Contribute to the development of Procurement plans when requested b) Send accurate and precise order forms in a timely manner and follow up c) Ensure all relevant procurement steps are followed as of ACTED internal policies. d) Contribute to quality checks and procurement committees (if any) to finalise suppliers' selection according to applicable scenario e) Confirm quality of material selection if and when applicable f) Ensure a proper management and use of the project assets and stocks <p>3.3. Administration/HR</p> <ul style="list-style-type: none"> a) Participate in the recruitment of project technical staff (development of organograms, ToRs, elaborating the tests and reviewing them; interviews etc) b) Ensure that project staff understand and are able to perform their roles and responsibilities c) Follow-up the work plans and day-to-day activities of the protection officers (project staff) 	



- d) Manage the project staff in cooperation with Human Resource Office
- e) Ensure a positive working environment and good team dynamics
- f) Ensure capacity building among staff in relevant sectors

3.4. Transparency

- a) Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- b) Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

3.5. Security

- a) Ensure that each member of the project team is aware of security issues, policies, SOPs and they follow them accordingly.
- c) In cooperation with the relevant Security Department, monitor the local security situation and inform the Country Director or Area Coordinator and Country or Area Security Officer of developments through regular written reports;
- d) Contribute to the updating of the security guidelines in the project area of intervention;

4. External Relations

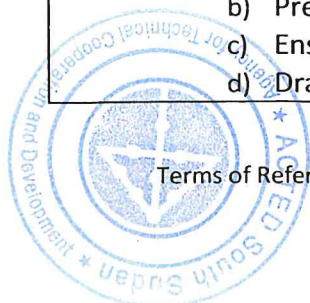
- a) Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation.
- b) Work closely with protection partners and follow the referral pathways.
- c) Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- d) Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- e) Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- f) Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon - rather than replicate - the work of others

5. Quality Control

- a) Assess the activities undertaken and ensure efficient use of resources;
- b) Ensure lessons learned are documented, shared and reflected in project planning and decision making
- c) Advise on, and assist with, project reviews conducted by AMEU
- d) Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- e) Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to the N+1

6. Reporting

- a) Provide regular and timely updates on progress and challenges to supervisors and other team members
- b) Prepare and share weekly updates regarding the implementation.
- c) Ensure relevant training for CBCMs are undertaken and timely report is produced.
- d) Draft (internal) narrative reports and share with project manager on timely manner.



- e) Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Professional Qualifications

- Minimum university degree of Diploma in Human rights studies, social works, Development studies international relationship and any related field in social science.
- At least three years of experience in aligned Field.
- Technical expertise and knowledge in general protection, SGBV and protection and protection main streaming
- Experience in partnership building and coordination with the donors, NGO and local Community organisations.
- Proven experience on coordination with Protection Cluster in South Sudan.
- Perfect verbal and /or written communication in English and Arabic (Spoken)
- Demonstrated strong analytical, managerial, leadership, communications and interpersonal skills.
- Positive collaboration and facilitation skills; Leadership of large and diverse teams; Diplomacy.
- Ability to work well and punctually Under pressure
- Willingness to spend 4-6weeks in an area of intervention
- Willingness to take up a position post and residence in a fragile context
- Experience with capacity building and training of field staff / community members
- Basic awareness of logistics / financial procedures.
- Ability to work independently and as part of a team, with strong interpersonal and communication skills is required.
- Ability to manage staffs with high veracity
- Ability to work with Microsoft Word, Excel, Power Point and Outlook.
- Ability to work with a diverse community.

NB- Women are highly encouraged to apply for this position.

HOW TO APPLY:

All applications should be Submitted in English together with copies of updated CV, cover letter, academic documents and national ID card to ACTED Country office at Hai Cinema, plot No. 64 Juba located behind Concord Hotel Next to Solidarites International Juba, addressing to Equatoria Admin and HR officer

Or alternatively via email: To equatoria.admin@cted.org Or equatoria.adminassistant@acted.org Please Indicate in the subject line of your email the position you are applying for Not later than 7th September, 2021. By 5:00pm

Women are strongly encouraged to apply.

Note:

Applications once submitted are not returnable, therefore, apply with copies of your documents.

