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Approved by
S. Inspector

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Program Officer – Protection and Gender
Reports to: Program Coordinator
Supervision of: None
Duty station: Mankien
Project number: SSFM2320/ 2974884 /5295
Duration and type of contract: 1 year with possibility of extension



The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. Role and responsibilities

The purpose of the officer position is day to day implementation of the protection and gender project responsibilities.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

1. With reference to the NRC Protection Policy, Inclusion Guidelines and Tools, the Protection and Gender Officer will assist the Program Manager in the integration of protection and inclusion components within project activities.
2. Participate in NRC assessments and project implementation with specific focus on integrating protection and inclusion outcomes within the assessment tools, beneficiary targeting tools and support analysis of findings.
3. Highlight and flag protection issues observed during activities with the project staffs and report to line manager to ensure that issue are tackled in timely manner.
4. Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements
5. Implement the protection and gender activities according to strategy, proposals, budgets and plans
6. Promote and share ideas for technical improvement in order to improve the quality of the activities
7. Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist

Specific responsibilities

- Map and analyse stakeholders, their interrelationships, roles, influence and their potential impact on the safety, dignity, and access to services for beneficiaries during the intervention.
- Support the establishment of or strengthen mechanisms to facilitate referral pathways to meet needs/rights of beneficiaries with specific needs.
- Undertake a protection risk analysis with support of Staff Safety Coordinator to identify potential sources of violence, coercion, and deliberate deprivation and take preventive and responsive measures to address or reduce these threats with specific focus on persons with specific needs.
- Record and analyse protection issues for evidence-based decision making.
- Monitor and report on protection issues.
- Identify and support implementation of Individual Personal Assistance (IPAs)
- Train committees and Local Authorities on Protection
- Ensure Protection desks are functional.
- Ensure gender principles of equitable participation in community-based committees is encouraged and supported.
- Ensure that persons with special needs equally participate in NRC activities such as general food distribution, food management committees and other NRC core competencies when relevant. Thus, allowing for participation of able-bodied older men and women, people with disabilities, children with disabilities, amongst others.
- Support the establishment of NRC complaint mechanisms and feedback complaints with the database to register and address complaints from beneficiaries thus ensuring accountability to affected beneficiaries/populations.
- Undertake training for community committees on protection, including gender, SGBV, Child Protection, inclusion, and protection principles with support from Staff Safety Coordinator.
- Sensitization and awareness raising support or integrate inclusion and protection components into GFD operations, community consultation, awareness raising, and other forms of community engagement.
- Contribute to weekly and monthly reports as well as project reports, highlighting the needs, response, gaps, and recommendations for persons with special needs disaggregated by sex, age, disability and diversity.
- Any other duty that will be assigned by the Program Manager

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Area Managers
- Program Manager
- Program Coordinators, Programme Officers
- CC Specialist

Scale and scope of position

Staff: None
Stakeholders: Donors and partners
Budgets: N/A
Information: Inputs to reports and proposal
Legal or Signed term of employment, donor requirement
compliance:

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

2. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Minimum 3 years of working experience in a humanitarian/recovery context within Protection, preferably with an international NGO
- Proven experience in emergency relief operations is a strong advantage.
- Computer skills (primarily MS Office applications), especially Microsoft Excel.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluent in English and local language in the operation area

Context/ Specific skills, knowledge, and experience:

- University degree in relevant field
- Knowledge of the context in South Sudan and local languages
- Capacity to conduct focus group and effective communication skills

2. Behavioral competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

3. Performance Management



The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework



Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **13th June 2023** by Hardcopy in an enclosed envelope clearly marked "**Program Officer – Protection and Gender – Mayom**" to NRC Head Office Located in Juba Na Bari Area opposite American Embassy - Pope Francis Road and NRC field offices in Akobo, Kajo Keji, Bor, Mayom, Aweil, Alek, Wau, Akobo, Koch, Leer.

Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE
HIGHLY ENCOURAGED TO APPLY**

