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MULTIPLE JOB POSITIONS, WAU AND RAJA, WESTERN BAHR EL GHAZAL, SOUTH SUDAN

5th December, 2023

Deadline: Wednesday, 22th December, 2023

Table 1: Details of Job Openings

Job Position	Duty Location		Total	Salary Scale
	Raja	Wau		
	No. of Positions	No. of Positions		
1. Gender-Based Violence Manager	1	0	1	PSS ¹
2. Legal Aid Attorney	1	0	1	PSS
3. Gender-Based Violence Officers	1	1	2	PSS
4. GBV Case Workers	4	2	6	PSS
5. Community Care Assistants	0	6	6	PSS
6. Community Care Research Officer	0	1	1	PSS
7. Community Paralegals	2	0	2	PSS
8. Finance Officer	1	0	1	PSS
Total	10	10	20	

Introduction:

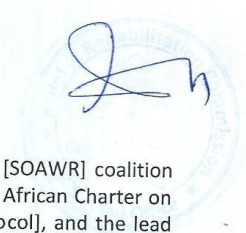
This is a request for applications by STEWARDWOMEN from eligible South Sudanese, for multiple job openings for a project on gender-based violence prevention, risk mitigation and response to be implemented in partnership with UNICEF in the State of Western Bahr el Ghazal, South Sudan². Please note that our salaries are very competitive and attractive, based on the approved project and organization salary scales.

STEWARDWOMEN is a NNGO women-led organization founded in 2009 and registered with the Governmental of South Sudan. The vision of STEWARDWOMEN is a South Sudanese society "free from the violations of the human rights and dignity of women and children". And the mission is "to develop, shape and empower South Sudanese women to advocate for legislations and policies that foster equal economic opportunity, and secure human rights and dignity for women and children".

Our priority intervention areas for the period 2021 through 2023 are: 1) violence against women and girls, including conflict related sexual violence, 2) sexual and reproductive health rights, 3) food security, 4) armed conflict and insecurity, and 5) emergencies- floods, drought & epidemics.

¹ PSS- Project Salary Scale

² Please see the above table for details of the job openings



STEWAROWOMEN is a member of the Solidarity for African Women's Rights [SOAWR] coalition that campaigns for the ratification and implementation of the Protocol to the African Charter on Human and People's Rights on the Rights of Women in Africa [Maputo protocol], and the lead agency of a national coalition of CSOs that advocates for the ratification and implementation of the Maputo protocol in South Sudan. STEWARDWOMEN is also the current chair of the Rule of Law Technical Reference Group of the GBV AoR, and holds "Observer Status" with the African Commission on Human and People's Rights.

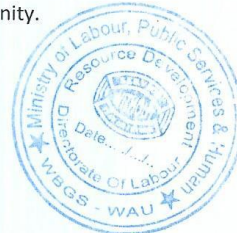
STEWAROWOMEN has operational field offices in Aweil North, Pibor, Nimule, Magwi, Rubkona-Bentiu and Bor. Preparations are already in the final stages to establish the Raja and Wau field offices in Western Bahr el Ghazal.

Therefore, STEWARDWOMEN is in search of suitably qualified, but **MATURE AND DISCIPLINED** South Sudanese that share the vision and mission of the organization to fill the multiple Gender-based violence related job openings for Raja and Wau. Please take note that all positions are field based. STEWARDWOMEN has ZERO Tolerance of any **Sexual Exploitation and Abuse Misconduct**. Potential applicants with past criminal records of sexual misconduct **OUGHT NOT TO APPLY**. There will be a thorough background check of all the successful candidates. It is mandatory for all successful candidates to sign the code of conduct on sexual exploitation and abuse.

1) Gender-Based Violence (GBV) Manager (Only qualified female will be considered)

The GBV Manager will be the project team leader in Western Bahr el Ghazal, based in Raja, with 40% travels to Wau. The core responsibilities and duties of the post holder are the following:

- a. Coordinate all the project activities at field level.
- b. Prepare and submit monthly activity plans and budgets for approval to the program coordinator based in the national coordination office in Juba.
- c. Provide project oversight to the field based team.
- d. Undertake protection and project risk assessment, and thereof mitigation measures.
- e. Ensure that the necessary project logistics are in place and timely.
- f. Set-up the community based project accountability groups (inclusive of all key stakeholders) for addressing complaints related to project implementation.
- g. Responsible for project advocacy with stake-holders at field level.
- h. Conduct capacity building for all field based staff.
- i. Mentor project staff on their roles.
- j. Overall supervisor of the entire field based project staff and non-GBV sector staff.
- k. Takes the lead in the review of project strategies.
- l. The project accounting officer at field level.
- m. Responsible for monitoring project impact at field level.
- n. Represent the organization during GBV stake-holders meetings at field level.
- o. Hold weekly planning meetings with the field based staff.
- p. Represent the project team during the quarterly coordination meetings held in Juba, the national coordination office.
- q. Support fund-raising for the field location through needs assessment and drafting of concept notes and project proposals.
- r. Takes the lead in documenting and reporting GBV cases in the community.



- s. Any other duties assigned by the supervisor.

Competencies required of the GBV Manager:

The successful candidate MUST possess the following core attributes:

- a. Proven report writing skills, in a similar position with a NNGO of not less than three progressive years of experience in donor reporting in South Sudan.
- b. Self-supervising and ability to work in complex security setting, with resilience.
- c. Very mature and ability to work with staff from multi-cultural settings.
- d. Hand-on progressive experience of not less than three years in GBV programming.
- e. Very familiar with the GBV guiding principles and SOPs.
- f. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- g. Proven skills in supervising and mentoring beginner staff.
- h. Very good GBV advocacy and social research skills.
- i. Ability to draft good concept notes and project proposals.
- j. Proven skills on project monitoring and evaluation.
- k. Good knowledge of the budgeting process and financial reporting.
- l. Proven knowledge on standard procurement procedures.
- m. MUST be in possession of the UN Standard Certificate on PSEA.
- n. Holder of a bachelor degree in the relevant field

2) Legal Aid Attorney (Only female lawyers will be considered),

The key duties and responsibilities of the post holder are,

- a. Provide legal representation, counseling, education, and information to women and girls survivors of gender-based violence.
- b. Conduct mediation and arbitration sessions for survivors.
- c. Support in drafting legal documents related to criminal and civil suits, including but not limited to lease agreements, tenancy agreements, loan agreements etc.
- d. Manage mobile court sessions instituted by the organization in the project location.
- e. Raise awareness in the community on the mobile court on GBV related cases.
- f. Support the Special protection Unit (SPU) in Raja in managing GBV cases.
- g. Train the community-based paralegals, and mentor them in their duties.
- h. Manage the case files of survivors that are in need of legal aid, and ensure the safety of the cases files.
- i. Monitor courts, detention centers and prisons to identify violations of the human rights of women and girls.
- j. Responsible for capacity building of GBV stake-holders in the project location on the GBV legal framework.
- k. Support the GBV manager in the timely preparation of activity plans and reports.
- l. Perform other activities, whenever requested by the supervisor.

Competencies required of the legal aid attorney,

The successful candidate MUST possess the following core attributes:

- a. Thorough understanding of the complexities surrounding provision of legal assistance to GBV survivors, especially survivors of sexual violence in the context of South Sudan.
- b. Fair understanding of the Conflict Related Sexual Violence Stigma Toolkit on access to justice for survivors.



- c. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- d. Must possess technical and functional knowledge on the national GBV legal frameworks.
- e. Very good facilitation, communication and mentorship skills.
- f. Hand-on experience of providing legal aid to GBV survivors.
- g. Hand-on experience in managing legal aid clinics.
- h. Self-supervising and ability to work in complex security setting, with resilience.
- i. Very mature and ability to work with staff from multi-cultural settings.
- j. Very familiar with the GBV guiding principles and SOPs.
- k. Very good social research skills.
- l. Proven report writing skills, in a similar position with a NNGO of not less than one year of experience in donor reporting in South Sudan.
- m. Possess a Bachelor of Laws Degree; preference will be given to a female lawyer with valid practicing certificate.

3) Community Paralegals (Only female applicants will be considered),

The key duties and responsibilities of the post holders are,

- a. Provide basic legal information to women and girls survivors of gender-based violence.
- b. Support the legal aid attorney during mediation and arbitration sessions.
- c. Raise awareness in the community on GBV issues and the justice process for GBV survivors.
- d. Support the legal aid attorney in identifying and documenting GBV cases for court processes.
- e. Support the legal aid attorney in monitoring courts, detention centers and prisons to identify GBV cases for court processes.
- f. Support the timely preparation of progress reports.
- g. Perform other activities, whenever requested by the supervisor.
- h. Any other duty relevant to the position.

Competencies required of Community Paralegals,

The successful candidates MUST possess the following core attributes:

- a. Thorough understanding of the complexities surrounding provision of legal assistance to GBV survivors, especially survivors of sexual violence in the context of South Sudan.
- b. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- c. Fair knowledge of the national GBV legal frameworks.
- d. Very familiar with the GBV AoR guiding principles and SOPs.
- e. Very good social research and report writing skills.
- f. Women that have completed South Sudan Certificate of Secondary Education, with training on human rights will be considered.
- g. Preference will be given to qualified female applicants that speak any of the ethnic languages in Raja, in addition to Arabic and English.

4) GBV Officers (Only qualified female applicants will be considered),

The key duties and responsibilities of the post holders are the following:

- a. Supervise and mentor GBV case workers.
- b. Provide capacity building for GBV Case workers.
- c. Ensure individual case files of GBV survivors are well protected.
- d. Take the lead in providing psychosocial support to GBV survivors.



- e. Ensure compliance by cases workers to the GBV guiding principles and SOPs.
- f. Participate in the development and dissemination of the GBV service referral pathway.
- g. Takes the lead in mobilizing the community against GBV.
- h. Document and report GBV cases in the community.
- i. Any other duties assigned by the supervisor.



The duties related to Community Care Assistants are,

- j. Supervise the Community Care and Research Officers.
- k. Train Community Care Assistants and community discussion leaders on the Community Care GBV prevention Toolkit.
- l. Provide continual mentorship to Community Care Assistants on community mobilization skills on Zero tolerance of GBV.
- m. Coordinate with stake-holders the Community Care GBV prevention advocacy events.
- n. Support Community Care Assistants in mobilizing community-based GBV stake-holders for the Community Care GBV prevention events.
- o. Identify and suggest recommendations to improve the Community Care GBV prevention Strategy.
- p. Any other duty assigned by the supervisor.

Competencies required of the GBV Officers,

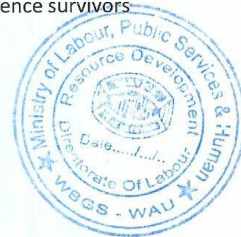
The successful candidates MUST possess the following core attributes:

- a. Proven knowledge of GBV case management within the context of South Sudan.
- b. Proven knowledge of the GBV AoR guiding principles and SOPs for women and girls' friendly spaces, and the do no harm humanitarian principles.
- c. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- d. Fair knowledge of the Community Care GBV prevention strategy.
- e. Hand-on progressive experience of not less than two years in GBV programming.
- f. Proven skills in supervising and mentoring case workers.
- g. Very good GBV advocacy skills.
- h. Very good social research skills.
- i. Self-supervising and ability to work in complex security setting, with resilience.
- j. Very mature and ability to work with staff from multi-cultural settings.
- k. Very good report writing skills.
- l. MUST be in possession of the UN Standard Certificate on PSEA.
- m. Minimum of South Sudan Certificate of Secondary Education or the equivalent, plus any relevant training of not less than one year. Preference will be given to diploma holders in the relevant field.

5) GBV Case Workers (Only qualified female applicants will be considered)

The key duties and responsibilities of the post holders are,

- a. Identify the psychosocial support needs of individual women and girls' survivors of gender-based violence through one-on-one meetings.
- b. Conduct individual and group psychosocial support sessions for women and girls' survivors of gender-based violence.
- c. Conduct case management for survivors according to their wishes.
- d. Follow-up the recovery progress of women and girls' gender-based violence survivors through home visits, one-on-one meetings and phone calls.



- e. Support the gender-based violence officer in preparing schedules for psychosocial support services and life skills through the women and girls' friendly space.
- f. Ensure the safety of individual files of women and girls' survivors at the friendly space.
- g. Support the GBV officer in identifying and registering incidences of gender-based violence in the community.
- h. Any other duty assigned by the supervisor relevant to the position.



Competencies required of the GBV Case Workers,

The successful candidates MUST possess the following core attributes:

- a. Hand-on experience in working with women and girls GBV survivors.
- b. Proven skills in case management and psychosocial support.
- c. Proven knowledge on the GBV AoR guiding principles and SOPs, and the do no harm humanitarian principles.
- d. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- e. Very mature and ability to work with survivors from different cultural backgrounds.
- f. Very good command of the Arabic language. Preference will be given to applicants that speak any of the ethnic languages in Wau and Raja.
- g. Possess at least South Sudan Certificate of Secondary Education or the equivalent, plus training on guidance and counseling.

6) Community Care Assistants (Only qualified female applicants will be considered),

The key duties and responsibilities of the post holders are,

- a. Prepare work plan for the Community Care GBV prevention advocacy events in consultation with the GBV Officers.
- b. Mobilize stake-holders for the Community Care GBV prevention advocacy events.
- c. Draft write-ups for the Community Care GBV prevention advocacy events.
- d. Conduct the Community Care GBV prevention advocacy events.
- e. Prepare weekly and monthly reports on the Community Care GBV prevention advocacy events.
- f. Supervise community discussion leaders.
- g. Any other duty assigned by the supervisor relevant to the position.

Competencies required of the Community Care Assistants,

The successful candidates MUST possess the following core attributes:

- a. Hand-on experience in working with GBV stake-holders.
- b. Proven knowledge and skills on community mobilization.
- c. Very good training or workshop facilitation skills for community leaders and elders.
- d. Experience working with community leaders and elders from different cultural backgrounds.
- e. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- f. Fair knowledge of the do no harm humanitarian principles.
- g. Very good command of the Arabic language. Preference will be given to applicants that speak any of the ethnic languages in Wau.
- h. Possess South Sudan Certificate of Secondary Education or the equivalent, plus training on social mobilization skills.



7) Community Care Research Officer (Only qualified female applicants will be considered),

The key duties and responsibilities of the post holder are,

- a. Support the MEAL Officer in identifying enumerators for data collection.
- b. Draft and periodically review field data collection tools for the Community Care activities, with the support of M&E officer.
- c. Set-up interview protocols with support from the Community Care Assistants.
- d. Administer data collection tools and prepare synthesized reports.
- e. Prepare and submit periodic research reports on the Community Care activities to the GBV manager.
- f. Any other duty assigned by the supervisor relevant to the position.

Competencies required of the Community Care Research Officer,

The successful candidate MUST possess the following core attributes:

- a. Hand-on experience in working with GBV stake-holders.
- b. Proven knowledge on working with data collectors.
- c. Very good data collection, analysis and report writing skills.
- d. Experience working with community Care advocacy issues.
- e. Clear understanding of gender inequality, and issues surrounding violence against women and girls.
- f. Fair knowledge of the do no harm humanitarian principles.
- g. Very good command of the Arabic language.
- h. Preference will be given to applicants that speak any of the ethnic languages in Wau.
- i. Minimum academic qualification of South Sudan Certificate of Secondary Education or the equivalent, plus training on guidance and counseling.

8) Project Finance Officer (Only female applicants will be considered)

The key duties and responsibilities of the post holder are the following:

- a. Prepare field activity budgets and commitment reports.
- b. Ensure that all expenses are in line with approved budgets.
- c. Ensure that appropriate chart of accounts is in place and reviewed regularly to meet project needs.
- d. Manage the financial and procurement files of the project.
- e. Ensure compliance to donor financial reporting guidelines.
- f. Review DSA rate regularly in coordination with the finance manager based in Juba.
- g. Ensure compliance by the field based staff to the financial policies, procedures and systems of the organization.
- h. Financial advisor to the project staff.
- i. Support the finance manager based in Juba during project audits.
- j. Conduct training for staff on financial issues.
- k. Manage vendor contracts with the support of the GBV manager.
- l. Ensure that the appropriate financial forms are in place.
- m. Responsible for managing timesheet and project staff payroll.
- n. Any other duty assigned by the supervisor.

Competencies required of the Project finance officer,

- a. Knowledge of grants administrative and financial management procedures.
- b. Thorough knowledge of the budgeting process.



- c. Proficiency in managing online financial systems, databases and software, particularly QuickBooks
- d. Knowledge on donor reporting guidelines, especially of UN agencies.
- e. Practical knowledge on the challenges of working with reputable NNGOs of not less than 2 years in South Sudan.
- f. High moral integrity, as well as diplomacy, impartiality, and discretion with proven ability to work and act under pressure and with discretion.
- g. Demonstrate ability to work effectively as a team member in dynamic and sometimes logistically constrained environments.
- h. Knowledge of the political, economic and cultural situation in South Sudan is highly desirable.
- i. Posses Diploma in Business Administration or related discipline at minimum. Preference will be given to female candidates with training in ACCA or CPA.
- j. Excellent knowledge of tools, procedures and international standards of the UN for purchase of goods and services.
- k. Ability to work effectively under pressure independently and with a team.
- l. Ability to self-management, managing emotions and respect for others.
- m. Ability to analyze information, evaluate options and think and plan strategically.
- n. Demonstrated excellent leadership skills.

Application Procedure;

These positions are open to Qualified South Sudanese Women only. Only in exceptional circumstances of failure by STEWARDWOMEN to find suitable female candidates for the positions of Legal Aid Attorney and Community Care Research Officer, will male applicants be considered. If you meet the above terms and conditions of application, you are asked to submit your updated curriculum vitae (including contact details of professional referees) to:

**The Human Resources and Administrative Officer,
STEWARDWOMEN
C/O HOLD THE CHILD FIELD OFFICES, RAJA AND WAU, WESTERN BAHR EL GHAZAL
Email: stewardwomen.jobs@gmail.com.**

All applicants based in Wau and Raja with limited access to internet services are advised to submit handwritten hard copies of applications, and photocopies of supporting documents through the field offices of HOLD-THE-CHILD (NNGO with field offices in Raja and Wau). Please indicate the position applied for and the project location in the subject line of the email or on the envelope. All applications should be submitted by the deadline of the 20th day of December, 2023, by 4:00 pm South Sudan time.

DIRECTIONS TO HOLD THE CHILD-WAU OFFICE;

Hai Daraja Block B along road Between War Child Canada Office and Women Development Group Office. Contact Person-Mr. Malouk Chinkoj -0912382770.

DIRECTIONS TO HOLD THE CHILD-RAJA OFFICE;

Hai Aja, Raja Town adjacent to Raja Airport at the Eastern Side of the Airport.

Director of STEWARDWOMEN, Juba

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