



Vacancy Announcement

Job Title: Deputy Manager
Band/Level / Grade: 7B1
Department: Women Protection and Empowerment
Location: Juba-IDP Camps (Former PoCs)
Overtime Eligible: Exempt
(per Local Law)



ABOUT THE IRC

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

IRC began working in South Sudan in 1989. South Sudan declared independence in July 2011 following decades of civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile and testing operational challenges abound. IRC-South Sudan operates a country office in Juba, and field offices in Lakes, Unity and Northern Bahr el Ghazal states, currently implementing programs in primary health care, community case management, nutrition, environmental health, women's protection and empowerment, protection and access to justice and livelihoods.

Learn more about IRC in South Sudan here:

<https://rescuenet.rescue.org/Interact/Pages/Content/Document.aspx?id=2446>

PROGRAM DESCRIPTION:

IRC's Women's Protection and Empowerment programs facilitate the healing, dignity and self-determination of women and girls who have experienced violence through creating opportunities to transform their lives and to make their voices heard in pursuit of a safer, more equitable world in partnership with communities and institutions to promote and protect women's and girls' rights and empower them to enjoy those rights. With funding from South Sudan Humanitarian Fund, IRC will size-up the provision of response, prevention and actions that support economic and social empowerment schemes to help women and girls reintegrate, heal, reinvent themselves from brutalities witnessed and experienced. Tasks will be including technical program oversight, staff mentorship and supervision, leading and attending coordination, aspects of finance and supply with support from lead departments to utilize allocated funds for activities.

SPECIFIC RESPONSIBILITIES:

The Responsibilities of the WPE Deputy Manager, include but are not limited to the following:

Staff Mentoring and Supervision

- Mentor and build capacity of GBV field emergency response staff to prevent and respond to GBV in emergency.
- Identify training needs of staff and assist in developing and implementing training.
- Facilitate program meetings, trainings, and workshops, as necessary.
- Mentor, monitor and support staff through daily program activity visits with staff in the Juba IDP site to ensure correct implementation of the program.

- Lead a daily/weekly debriefing and hold regular staff monthly meetings including preparation of meeting agenda and necessary materials and information, scheduling time and location, informing staff and conducting the meeting.
- Assist staff in the development of monthly /three-month work and spending plans.
- Liaise with WPE Emergency Response Manager to ensure work plans coincide with timelines of projects, correct coding of project activities, and staff time allocation.

Partner Coordination

- Enhance GBV collaboration and relationships among IDP community.
- Build and maintain relationships with partner agencies and GBV coordination activities in Juba IDP sites in collaboration with WPE Emergency Response Manager

Program Development and Support

- Assist in designing, developing, and implementing trainings in line with IRC's global GBV emergency response strategy and guiding principles.
- Promote GBV guiding principles and survivor-centered perspectives in thoughtful and creative ways throughout program activities and among coordinating partners in the IDP sites.
- Write and revise manuals, policies, and protocols as needed.

Program Administration

- Oversee staff vacation, sick leave, and timesheets.
- Compile donor reports and proposals, as well as collect and review reports from WPE staff in a timely manner.
- Support reporting and monitoring and evaluation mechanisms
- Support logistical needs and sites follow up including monthly tracking.

Finance & Logistic

- Manage budgets by ensuring that all expenses and payments are done in accordance with IRC finance policy.
- Work with WPE Emergency Response Manager to submit cash projection in a timely manner.
- Ensure that procurement requests are properly and filled out and submitted in a timely manner along with all necessary supporting documentations in accordance with IRC financial policies and procedures.

General

- Positive and professional attitude
- Able to organize.
- Meet deadlines.
- Maintain composure.
- Prioritize work under pressure.
- Coordinate multiple tasks and maintain attention to details.
- Other responsibilities as needed.



The IRC and IRC workers must adhere to the values and principles outlined in *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Qualifications, Skills and Experience:

Education:

- University degree or higher from a recognized institution.

Skills and Experience:

- ♦ At least 2 years' experience in GBV programming.
- ♦ Thorough understanding of gender-based violence theory and practice.
- ♦ Previous experience in project management in conflict or post conflict situation.
- ♦ Previous experience supervising and managing a multi-disciplinary team.
- ♦ Demonstrated experience in capacity building and mentoring.
- ♦ Knowledge, skills, and experience in participatory methods of community development and mobilization.
- ♦ Demonstrated leadership, communication, and facilitation skills.
- ♦ Proven experience in implementing competency-based training modules.
- ♦ Good coordination and networking skills.
- ♦ Excellent interpersonal and problem-solving skills and flexibility.
- ♦ Experience in grant management and proposal writing.

Excellent computer skills: MS Word, Excel, PowerPoint.

Fluency in Arabic and English required. Knowledge of other language is a plus. The position is for: **SOUTH SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

How to apply:

Interested applicants should submit a **CV with 3 references** and a copy of their **national ID** and copy of academic certificates to the Human Resources **Juba** IRC Head Office-located in Goshen House 2nd floor or you can e-mail applications to SS-HR@rescue.org not later than **30th August 2021**.

NOTE: Only shortlisted candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC.

CLEARLY LABEL YOUR APPLICATION; DEPUTY MANAGER.

'WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.'

