



Vacancy Announcement	
Job Title:	Deputy WPE Program Manager –National Relocatable (01 Position)
Band / Level / Grade:	7B1
Department:	Women Protection and Empowerment
Location:	Maban County- Upper Nile State
Overtime Eligible: (per local law)	Exempt
Opening Date	January 24 th 2023
Closing Date	February 10 th 2023

BACKGROUND:

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 has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 10 field offices including in Juba with program portfolio covering health, nutrition, Environmental Health (EH), child protection, economic recovery and development (ERD)/livelihoods, women's protection, and empowerment, Education, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable.

JOB OVERVIEW/SUMMARY/ SCOPE:

The deputy Women's Protection and Empowerment (WPE) Program Manager is responsible for technical oversight and support of response and prevention program staff in the WPE program in Maban covering the Doro, Kaya, Gendrassa, and Batil refugee camps to implement best practices, high quality and effectiveness of gender-based violence (GBV) refugee response program activities.

Major Responsibilities:

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

Staff Mentoring and Supervision:

- ❖ Mentor and build capacity of GBV field staff to prevent and respond to GBV at the refugee camp setting.
- ❖ 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 program staff in Doro, Kaya, Gendrassa, and Batil refugee camps 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 work schedule ether daily, weekly, monthly or quarterly



- ❖ Raise Purchase request for activities, guide staff to raise the PRs and track them adequately for monitoring the spending.
- ❖ Liaise with WPE program 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 refugee community in Doro, Kaya, Gendrassa, and Batil refugee camps.
- ❖ Build and maintain relationships with partner agencies and GBV coordination activities in Doro, Kaya, Gendrassa, and Batil refugee camps in collaboration with WPE program Manager

Program Development and Support:

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

Program Administration:

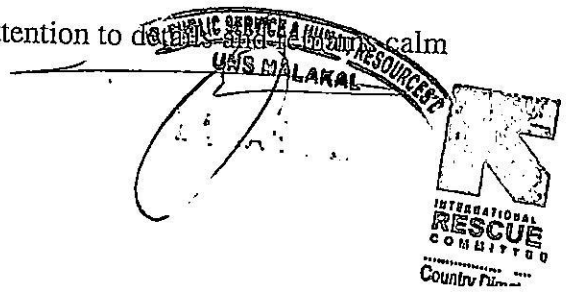
- ❖ Oversee staff vacation, sick leave and timesheets
- ❖ Compile donor reports and proposals, as well as collect and review reports from WPE staff in a timely manner.
- ❖ Support reporting and monitoring and evaluation mechanisms
- ❖ Support logistical needs and sites follow up including monthly tracking.

Finance & Logistic:

- ❖ Manage budgets by ensuring that all PR expenses and payments are done in accordance with IRC finance policy
- ❖ Work with WPE project Manager to submit cash projection in a timely manner and review monthly BvA and compile its minutes with consultation from the manager.
- ❖ Ensure that purchase requests are properly and completely 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 while under pressure
- ❖ Coordinate multiple tasks, maintain attention to details and remain calm
- ❖ Other responsibilities as needed



Position Reports to:

- ❖ WPE program Manager

Position directly supervises:

- ❖ GBV prevention officers, response officers, GBV community workers, GBV case workers, security guards, centre cleaners, and EMAP project staff.

OTHER INTERNAL AND/OR EXTERNAL CONTACTS:

Internal:

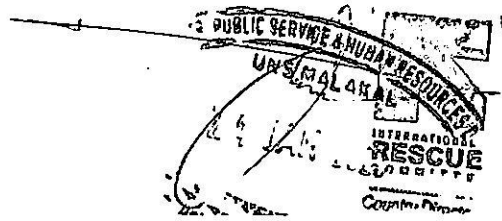
- ❖ Regular relationships with IRC WPE Program department's team.

External:

- ❖ Collaboration with IRC partners and donors including other non-governmental organizations, inter-agency group.

QUALIFICATION/ SKILLS AND EXPERIENCE:

- ❖ Bachelor's degree in social work, community development, public health and counseling psychology from a recognized institution of learning is preferred.
- ❖ At least 2 years' experience in GBV programming will be an added advantage.
- ❖ Thorough understanding of gender-based violence theory and practice.
- ❖ Previous experience in project management in conflict, post conflict and refugee situation.
- ❖ Fluency in classic Arabic and English required. Knowledge of other local languages spoken in Maban is an added advantage.
- ❖ Previous experience supervising and managing a multi-disciplinary team.
- ❖ Demonstrated experience in capacity building and mentoring of the staff.
- ❖ 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 on MS Word, Excel and Power point.
- ❖ Clear understanding of gender inequality and issues surrounding violence against women and girls.
- ❖ Ability to maintain confidentiality and respect for all times is essential.
- ❖ Positive and professional attitude, able to organize and be able to coordinate multiple tasks and maintain attention to issues in detail.
- ❖ Good staff management skills.
- ❖ Ability to work as a member of a team is essential.



STANDARDS OF PROFESSIONAL CONDUCT:

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

SAFEGUARDING POLICY:

The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

NARROWING THE GENDER GAP:

The International Rescue Committee is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

EQUAL OPPORTUNITY EMPLOYER:

IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability, or any other characteristic protected by applicable laws

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

HOW TO APPLY:

Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, to **IRC Office Juba/ Maban field office** or, by email to **SS-HR@rescue.org** Not later than **5:00 PM of Friday February 10th 2023.**

NOTE: Only short-listed candidates will be contacted and attach photocopies of your academic documents only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

**PLEASE, LABEL YOUR APPLICATION CLEARLY: DEPUTY WPE PROGRAM MANAGER-
MABAN COUNTY.**

