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Approved by
Supervisor
Mok
31/12/2022



Vacancy Announcement

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. Samaritan's Purse International Relief is seeking to hire qualified persons to fill the following position:

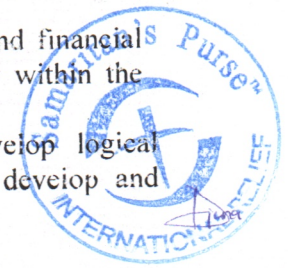
Vacancy: Gender and Protection Officer (1 Position Relocatable).
Reports to: Food Assistance Program Manager
Duty Station: SP – Maban
Deadline of Application: 18th January 2023

SUMMARY OF THE POSITION

The Gender & Protection Officer will be responsible for mainstreaming Gender & Protection within all sectors (WASH, FSL, Food Assistance, School feeding, Nutrition, Health etc). The GPO will manage the complete life cycle of grants within his/her assigned portfolio, from proposal development to grants closeout, Samaritan's Purse (SP) agreed standards and schedule with the support of Program manager. He/ She will maintain Christian values and standards showing the passion of Jesus through giving and serving the needy people.

MAJOR DUTIES AND RESPONSIBILITIES: Management & Administration:

1. Support robust mainstreaming of gender and protection into SP programming and operations, including systematic age and gender analysis, monitoring and evaluation, reporting, and policy advice on specific gender/protection/protection mainstreaming issues in current and future SP programming on WASH, Food Aid, Health, Nutrition, FSL and Ministry.
2. Liaison between SP and Governmental/Non-Governmental authorities for collaborative programming on behalf of Samaritan's Purse, including participating in cluster meetings related to the sector of expertise. Inform Program Managers and Senior Management Team of information from cluster meetings, and integrate cluster strategies into project design, as appropriate.
3. Strengthen the evidence base that informs gender and protection approaches to programming in close collaboration with the grants department.
4. Support SP in establishing appropriate and effective Complaints and Feedback Mechanisms (CFMs) including referral systems for protection-related complaints and SEA.
5. Undertake and/or support training and capacity strengthening for SP and collaborating partners on gender, protection and protection mainstreaming.
6. Work with senior management to support adequate allocation of human and financial resources for effective mainstreaming of gender and protection-sensitivity within the South Sudan operation.
7. Work in close conjunction with the National M&E Manager to develop logical frameworks for proposed projects with clear indicators and objectives; develop and facilitate data collection and analysis tools/activities

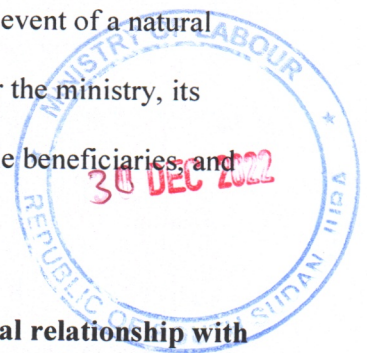


8. Assist draft budgets for proposals in close collaboration with Field Accountants, Program Managers, Area Coordinators, Logistics, and the Finance Manager. Ensure project budgets are aligned to objectives and log frames.
9. Review grant agreements upon signature for compliance issues, and create project sheets summarizing relevant rules and regulations.
10. Participate in grants opening meetings with Food assistance Program Coordinator, Program Managers, Finance, Logistics, and field staff to review donor rules and regulations, work plans, and reporting requirements. Monitor grant compliance for all departments, conducting periodic spot checks and quarterly grant review meetings.
11. Create calendar for all reporting requirements. Work with program managers to facilitate the writing and timely submission of all narrative donor reports.
12. Act as a focal point with donor's in-district office on gender & protection issues for ongoing projects
13. Work with the Food Assistance Program Coordinator to prepare monthly reports on project progress to be submitted to the clusters.
14. Maintain detailed records of all relevant grants documentation in both electronic and hard copy form. Ensure grant documents, such as signed copies of agreements, reports, asset lists, etc. are filed and kept for audit purposes.
15. Conduct grants closeout meetings, in accordance with the grants closeout checklist, at least one month prior to the grant close with Food Assistance Program Coordinator, Program manager, Area Coordinators, Finance, Human Resources, and Logistics to ensure a smooth closeout. Develop a list of action points for closeout and monitor progress towards achieving these goals.
16. Provide surge capacity and assume additional responsibilities in the event of a natural disaster or crisis.
17. Attend daily morning devotions and participate in prayer support for the ministry, its donors and volunteers.
18. Maintain a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public.

Qualifications:

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, as well as able to perform each essential duty satisfactorily.

- Experience working for INGOs or the United Nations
- 2 years' experience in Gender & Protection
- In-depth knowledge of gender and protection in humanitarian and development settings, including gender-based violence, humanitarian policy issues, and their linkage with food security, WASH and nutrition.
- Demonstrated ability to analyze social and gender issues in relation to topics such as emergency WASH, Food Aid, School feeding program, Emergency Food Security and Vulnerable Livelihoods, Nutrition, Health and access to social protection
- Sound knowledge and skills in training and facilitation.
- Flexibility to travel on short notice and in challenging and difficult environments.
- Team spirit and excellent interpersonal relations.



- Good knowledge and understanding of donor requirements especially (USAID, OFDA, GAC, UNHCR, WFP, CHF, etc.)
- Good written and verbal communication skills.
- Strong skills in analytical and strategic thinking
- Good quantitative and qualitative data analysis skills.
- Highly self-motivated
- Ability to work in an international and multicultural environment.
- Excellent knowledge of computer applications, in particular proficiency required in MS Word, MS Excel and Power Point

EDUCATION and/or EXPERIENCE

- One year of college-level Biblical studies strongly preferred.
- Bachelor's degree (BA) from four-year College or university; or three to five years' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence within the organization and with donors. Ability to speak effectively before groups of employees or organizations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus. Will work in extreme weather conditions; road conditions challenging and work is physically demanding.

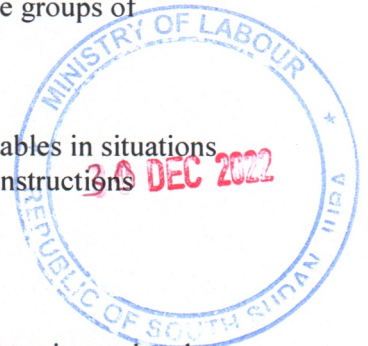
WORK ENVIRONMENT

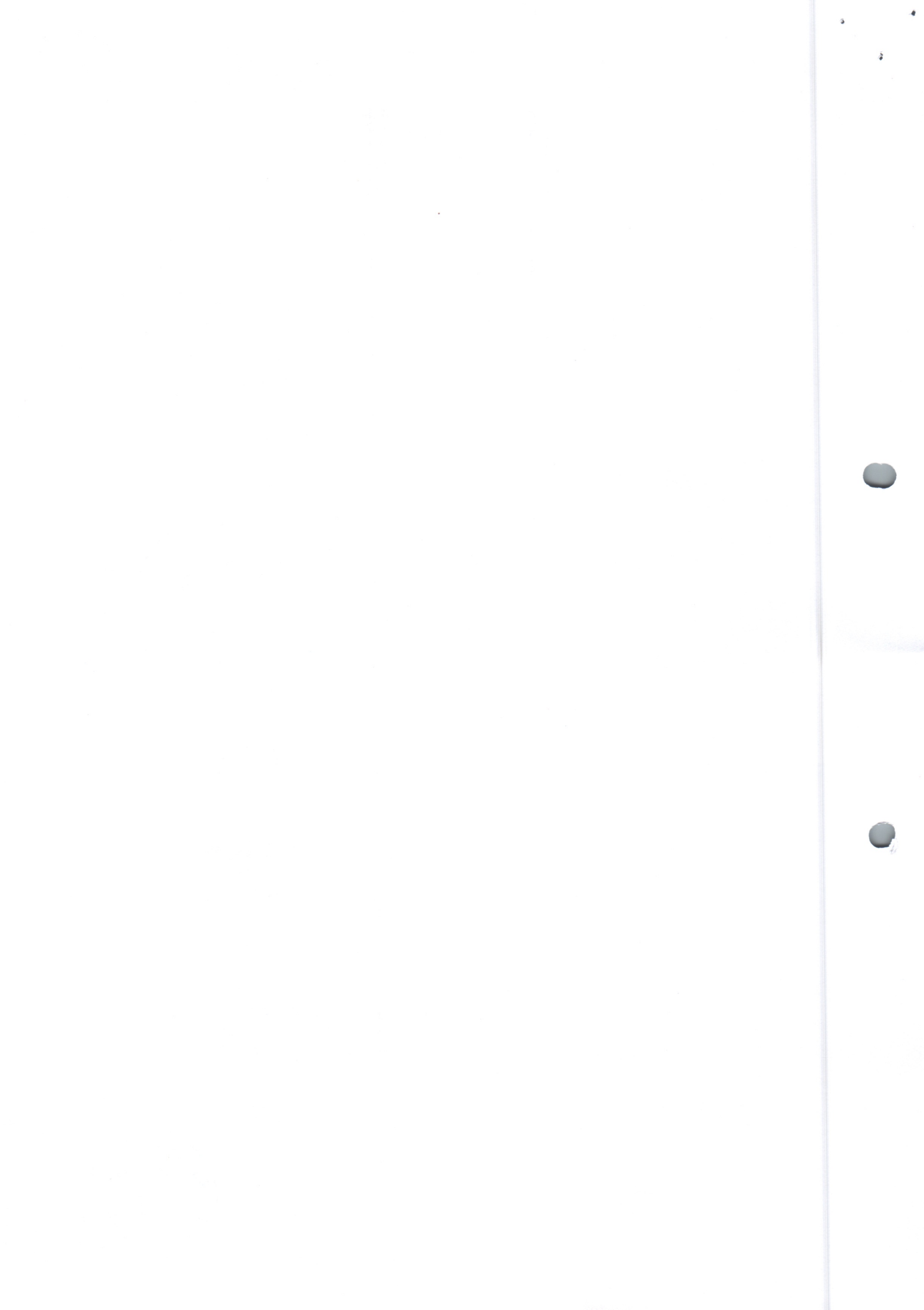
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- May travel in country with exposure to communicable diseases, hot and humid weather conditions.

Samaritan's Purse has "Zero Tolerance" approach to Sexual Exploitation and Abuse and does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Samaritan's Purse to engage in any form of sexual abuse or exploitation against vulnerable or other adults associated with its work.

How to apply: Any interested applicants are required to submit Hard Copy application letters, copies of academic certificates, updated CV, copy of National ID card for clear Nationality





identification to Samaritan's Purse **Juba office near Quality Hotel** by **January 18th, 2023** Only South Sudanese applicants will be considered for this position.

Application can also be sent via email to: RecruitSouthSudan@Samaritan.org
Only South Sudanese applicants will be considered for this position.

Women are strongly encouraged to apply.

We do appreciate your interest in working with us. However, only shortlisted candidates will be contacted.



