

American Refugee Committee

POSITION TITLE: GBV Program Officer

COUNTRY PROGRAM: Southern Sudan

RESPONSIBLE TO: Malakal Field Coordinator with technical support from GBV Program Coordinator

STATUS: Full Time (April – December 2011, with possible extension)

DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION

Operational in Southern Sudan since 1994, ARC implements a multi-sectoral program that includes water and sanitation, primary and reproductive health care, HIV/AIDS and gender based violence prevention and response, and activities geared towards creating economic opportunities for returning populations.

ARC has implemented reproductive health and HIV programming in Malakal, Upper Nile State, for the past 5 years. The program is expanding to include livelihoods, WASH, Shelter, and Gender-based violence.

PRIMARY PURPOSE OF THE POSITION

The GBV Program Officer would supervise a team of GBV project staff to effectively implement GBV prevention and response activities targeted returnees from the North recently arrived in Upper Nile State.

MAJOR AREAS OF ACCOUNTABILITY

PRIMARY DUTIES/RESPONSIBILITIES

Program Management, Development, Monitoring and Evaluation

- Develop a technically sound program work plan and activities consistent with the goals and objectives of the program in coordination with the GBV Program Coordinator.
- Provide technical and program support to local CBOs in order to strengthen capacity.
- Involve/include local CBOs in all aspects of planning and implementation in order to promote and maintain sustainability.
- Promote a positive profile of the program and good understanding among other sectors, partners and the communities we work in about the program.
- Provide oversight and monitoring of GBV project activities.
- Analyze and address quality of care and access issues for women and girls.
- Submit timely technical monthly reports in provided format to GBV Program Coordinator.

Financial Management

- Manage Upper Nile multi-grant GBV budgets in order to maintain program expenditure within budget parameters.
- Utilize financial planning tools such as spending plans, procurement plans, work plans based on activities and budgets.
- Utilize budget estimates and anticipated costs based on programmatic priorities and activities for planning purposes.

Human Resource Management

- Facilitate training for Upper Nile GBV team and CBO partners on GBV prevention and response strategies.

- Develop staff capacity building plans in coordination with staff.
- Provide leadership and support to ensure staff well-being, i.e., monitor and manage stress management by providing regular opportunities for staff debriefing to address secondary trauma, etc.
- Monitor staff performance.
- Provide objective feedback to staff performance evaluations as per staff job descriptions regarding performance, expectations and areas for growth and professional development.

Coordination & Advocacy

- Ensure ARC co-facilitates and actively participates in GBV subcluster/Protection Cluster for Upper Nile State.
- Lead operationalization of Upper Nile SOPs.
- Gather monthly data using GBVIMS and submit to GBV Program Coordinator for compilation in a timely manner.
- Provide continuous monitoring of information sharing to ensure that information is shared safely and without breaching confidentiality of clients.
- Maintain an open dialogue with all relevant sectoral and inter-agency actors operating within the sites of operation.
- Ensure close collaboration and monitoring of referral trends with the health, judicial and psychosocial actors.
- Conduct on-going analysis and problem-solving with regards to referral trends.
- Develop and maintain strong working relationships with all stakeholders – including community leaders, NGOs, UN agencies, and community based organizations to enhance multi-agency and multi-sectoral cooperation and coordination.
- Develop and maintain constructive relationships with key local government and Ministry officials.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Masters Degree in Social Work, International Human Rights, Law or other related field. Masters degree preferred.
- Minimum 2 years international experience implementing and developing Protection or GBV programs in emergency and post conflict environments with limited/degraded local resources and infrastructure in insecure environments.
- Awareness and knowledge of GBV issues, knowledge, skill and experience in participatory methods for community education and mobilization.
- Excellent facilitation, training and research skills.
- Diplomacy and assertiveness; the ability to confront and discuss sensitive issues with respect.
- Good communication skills, with good spoken and written English. Arabic an advantage.
- Excellent report writing, research documentation and presentation skills.
- Demonstrated experience of monitoring and evaluating projects.
- Fluent in English.

KEY BEHAVIORS & ABILITIES

- Ability to live and productively work in insecure, unstable and/or harsh environments.
- Must be able to work independently while being a strong team player with proven supervisory skills.
- Additional qualities: ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Familiar with the issues and cultures in Southern Sudan; and ability to interact with people at all levels, individually and/or in groups.

- Willingness to travel 50% of the time to Upper Nile and Eastern Equatoria States.
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Application Notes:

For full job description and the online application form, please visit our website at <http://www.arcrelief.org> and click on Careers. All positions are open until filled.