



Community Empowerment for Peace and Development West Nile (CEPAD-WN)

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VACANCY ANNOUNCEMENT

Community Empowerment for Peace and Development West Nile (CEPAD-WN) is a voluntary non-profit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014 By Ugandan women who have worked in conflict zone for more than a decade and are scholars of peace and conflict prevention. CEPAD-WN registered entity with Uganda NGO bureau, a member of West Nile NGO forum, West Nile Humanitarian platform. The organization since its inception has worked with civil society organizations, particularly the youth, women, faith-based, refugee and host community population and traditional structures in West Nile to transform conflicts, and to promote nonviolent and democratic principles. Based in Arua, Uganda, CEPAD-WN works with vulnerable groups and partners across the country to support individuals and organizations to enhance skills needed to transform violent conflicts and build bridges across ethnic, religious, and political divides. CEPAD-WN is established on the belief and conviction that just, peaceful, and democratic societies can be achieved by people who are conscious and aware of their civil and political rights. Currently CEPAD-WN has programs in Imvepi refugee settlement. CEPAD-WN in partnership with CARE International in Uganda and with funding from European Union Civil Protection and Humanitarian Aid (ECHO) is implementing a 11 months project called Access, Protection, Empowerment, Accountability and Leadership (APEAL IV) under a consortium.

The goal of the project is to engage refugee and host communities in the settlements across West Nile and western Uganda and ensure they have their basic protection, and mental health needs met. Newly arrived refugees from DRC and South Sudan, as well as their host communities, receive continuous life-saving and multi-sectorial protection and assistance at all levels through the Access to Protection, Empowerment, Accountability and Leadership (APEAL) action. This includes Gender based violence (CBV), Child protection(CP) , mental health and psychosocial support (MHPSS) -specific, and disability inclusion-sensitive services. CEPAD-WN therefore seeks to recruit for the following positions for various field locations;

PROGRAM OFFICER (GBV Prevention and Response) - 2 Positions

Duty station: IMVEPI refugee settlement

Reports to: Program Manager

Position summary: The Officer will be responsible for supporting the development and implementation of project plans including implementation of all GBV response related activities and ensuring effective partnerships are strengthened with other humanitarian actors and District Local Governments in operation. S/he will ensure that project resources are utilized efficiently and that the project is able to save lives of

refugees and host communities directly or indirectly affected by gender-based violence. The officer will also be at the fore front of ensuring that CEPAD's case management strategy is implemented within the targeted locations for APEAL IV within survivor centered principles of case management. Further, the case management officer supports within the project. This also includes producing technical reports for related activities and accountable for enhancing capacity especially project assistants/Community structures and the beneficiaries at community level. She /he is expected to work independently with limited supervision, be proactive and innovative.

Qualification:

This position requires a minimum of a university degree or post graduate Diploma in Social sciences, development studies, human rights, gender studies, social work, and social administration with at least 3 years of experience in a relevant field of development and humanities. This position requires at least 3 years' experience in program implementation specifically GBV projects, psychosocial programming, gender, and protection mainstreaming background. She /he must be knowledgeable and skilled in computer, proposal writing, planning, budgeting, report writing, gender mainstreaming, leadership and riding of motorcycle with a valid riding permit

- **Behavioral Competencies** Flexible approaches to work coupled with enthusiasm, pro-active, gender aware and embraces diversity.
- Good inter-personal skills, trainable, willing to build capacity of others.
- Computer literacy in most used software packages (MS office packages and SPS
- Be of high Integrity, commitment and positive energy, excellent organizational and planning skills.

Duties and responsibilities

Responsibility #1: Provide support to the GBV Specialist (60%)

- (i) Provide survivors centered case management to survivors of gender-based violence and follow up survivors of GBV and provide psychosocial support.
- (ii) Coordinate with service providers to ensure that survivors access required services using the basic needs approach (BNA).
- (iii) Coordinate with community structures providing basic case management support at community level and making referrals and deliver structured PSS sessions to targeted women and girls.
- (iv) Roll out the CARE empowerment approaches of women lead in emergencies, role modal men and boys , SAA and girl shine
- (v) Ensure that the project undertakes continuous operational assessments so that all activities are appropriate and based on a clear understanding of the working environment. This will include conducting GBV assessments, Mental Health, and Psychosocial needs assessment among the affected populations.
- (vi) Actively participate in planning and budgeting processes for project activities in the field. Including development of operational plans, detailed implementation plans, work breakdown structures, etc.
- (vii) Mobilize and facilitate the engagements of stakeholders during planning and development meetings, project activities and other forums.
- (viii) Actively participate in case conferences as shall be organized and participate in the GBV coordination meetings as shall be guided by the Protection/GBV Coordinator.
- (ix) Manage and oversee operations at the women and girl's safe spaces, mentorship and Supervision of the center management committee.

- (x) Participate in activity planning framework and strengthen the implementation of the target group including work plan preparation.
- (xi) Secure community and project stakeholder participation in project activities and monitoring and evaluation activities.
- (xii) Ensure good and close liaison in collaboration with project network, stakeholders, and other organization projects.
- (xiii) Develop and maintain effective contacts with a wide range of external contacts with organizations and individuals who can assist in the project activities.
- (xiv) Promote the organization's image in the community by attending coordination meetings and related field activities.
- (xv) Update GBV IMS as per CARE/ CEPAD WN standards at organization level and providing updates for UNHCR portal.
- (xvi) Any other duties assigned by management and Board.

Responsibility #2: Project Monitoring and Evaluation: (20%)

- ✓ Working with the M&E and ensure monitoring and evaluation systems are in place which can be used to demonstrate project impact, and which provides management information to assist in timely decision making;
- ✓ Ensure that all internal (CEPAD-WN/CARE) and external (donor and government) reporting requirements are met and that reports (activity, weekly, monthly, quarterly) are of a high quality and are submitted in a timely manner.
- ✓ Ensure all project capacity-building activities related to GBV are implemented according to the project strategies and GBV standards/ principles.
- ✓
- ✓ Review and consolidate activities report; while documenting and share best practices and lessons learnt from the project as results of GBV interventions.
- ✓ Appropriately document training activities with summary reports, evaluations and pre and posttests.

Responsibility#3: Networking and Representation (15%)

- ✓ S/he will develop and maintain effective working relationships with other NGOs, government agencies, social institutions, donor, so as to enhance cooperation between organizations involved in addressing the problem of GBV and to share lessons learned.
- ✓ Develop, strengthen and maintain partnerships and good working relations with project partners, other NGOs and, local authorities, camp managers based on CARE / CEPAD-WN Partnership Principles;
- ✓ Represent CARE / CEPAD-WN in meetings, seminars and forum as requested by his/her supervisor.

Responsibility # 4: Knowledge Management, Documentation, and visibility (5%)

- ✓ S/he will support communication, knowledge management, story writing and documentation regarding activities of emergency response, impact, and all necessary developments around GBV.
- ✓ S/he will ensure high level of visibility on CEPAD-WN emergency response and contribute to resource mobilization for GBV.
- ✓ S/he will ensure confidentiality mechanisms are in place for the GBV victims and perpetrators Assess opportunities for capacity building and provide training basic support/ counseling skills to GBV community promoters and partner on key principles of gender programming, communication skills and GBV case management.



HOW TO APPLY

CEPAD-WN is an equal opportunity and inclusive organization, and females are highly encouraged to apply. Individuals that meet the above requirements can send a motivation letter, CV and copy of academic documents as one attachment to fao@cepadwestnile.org copy joko.fiona@cepadwestnile.org indicating clearly on the email subject the position of interest (application) or hand deliver to the head office to the address above. **The deadline is 12th /6/2023 17 hours EAT.** Only short-listed candidates will be contacted. Best of luck.