



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

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JOB ADVERT

General

Community Empowerment for Peace and Development West Nile (CEPADWN) is a voluntary nonprofit-making organization that works to resist violence, transform conflicts, and build peace in communities. Founded in 2014 as a CBO by Ugandan feminist women who have worked in conflict zone for more than a decade and are scholars of peace and conflict prevention. CEPADWN was registered as a Local NGO in 2021 with National NGO bureau with five years operation permit to work anywhere within the country. CEPADWN is a member of West Nile CSO Network, West Nile Humanitarian platform, Feminist Humanitarian Network and the Charter 4change.

CEPADWN also has renewed her MOU with the office of the Prime Minister to operate in the refugee settlements. CEPADWN has started the process of getting the QuAM certification to enable CEPADWN to register with the National NGO Forum. 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 and other Feminist and democratic Principles. Based in Arua, Uganda, CEPADWN 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 in a prospective Partnership with WAR child Alliance with funding from European Union Humanitarian Aid (ECHO) will Implement a 12 months project called Sustainable Transition to Locally Led Emergency and Protection Services (STEPS) as a consortia with CARE international as the lead partner in Palorinya settlement, Obongi district.

The aim of the project is to deliver life-saving protection services to extremely vulnerable individuals such as separated and unaccompanied children, adolescent girls, women-headed households, individuals at risk of suicide and persons with disabilities. This action will primarily address urgent needs under Gender Based Violence, Child Protection, and Mental Health and Psychosocial Support.

CEPADWN is looking for hardworking, dynamic and enthusiastic people to fill the positions below;

- Counselling Translator-1 Position.
- Team up Faciliators-4 Position
- Ease Translator-1 Position
- Community Facilitators-CP&GBV-2 Positions
- BeThere Translator-1 Position

Title: Counselling Translator (1 Position)

Duty Station: Palorinya Settlement

Start Date: Immediately

Reports to: Mental Health Counsellor

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Contract Duration: 1 year with possibility of extension

The Counselling Translator will support in translating during counselling sessions. Counselling will be provided as a package to individuals experiencing distress, trauma and other mental ill-health by a professional mental health counselor. The translator will exclusively translate during sessions in line with CEPADWN quality standards and Donor compliance requirements.

Objective of the job

To offer support through mobilizing clients and translation during the counseling sessions into local language in line with the quality standards.

Position in the organization

- The translator is a volunteer and part of the protection project team
- S/he reports to the Mental Health counsellor and does not manage staff.

Roles and responsibilities

The Counselling Translator will carry out the following duties:

- Mobilize/notify clients that may be in need of counseling
- Prepare venues/spaces for counselling sessions
- Translate into local language during counselling sessions
- Support in collection of data and feedback from beneficiaries
- Ensures that safeguarding and protection procedures are understood and adhered to.
- Perform any other duties as assigned by CEPAD.

Other requirements:

- S/he must be a resident of the **Palorinya settlement**.
- Must be able to travel to places in zones/transit centers/collection centers/WGSS where counselling sessions will be conducted.
- **A diploma or an equivalent in social sciences is required for this position.**
- Must be a person of high integrity and who keeps confidential information.
- With 21 years of age or older
- Must have a recommendation letter from LC1 with LC1 phone number and stamped letter.

Additional

- Counseling and guidance certificate is a plus
- Experience in MHPSS and/or Child Protection in an added value
- Volunteer experience is an added value

Title: Teamup Facilitator (4 Positions)

Duty Station: Palorinya Settlement

Start Date: Immediately

Reports to: Mental Health Counsellor

Contract Duration: 1 year with possibility of extension

General

TeamUp activities are part of the larger mental health and psychosocial support package for children in distress to be implemented under this protection action. The TeamUp facilitator will be responsible for planning, conducting and assessing TeamUp sessions with children at the Transit/Collection centers and refugee settlements. The Facilitator holds an important role to recognize 'alarming' behaviors among children using the ReachNow tool and referring/recommending them to the EASE intervention for focused group psychosocial support. The facilitators will work closely with their colleague facilitators, social workers, counselor and EASE officers.

Objective of the job



To plan, facilitate and assess active TeamUp sessions for children according to the methodology quality standards. The facilitator will also assess, refer and follow-up of children requiring more Mental Health and Psychosocial Support (MHPSS).

Position in the organization

- The Facilitator is a volunteer and part of the protection project team
- S/he reports to the mental health counsellor and does not manage staff.

Roles and responsibilities

- Prepares, facilitates and assesses weekly TeamUp sessions with different groups of children
- Ensures the sessions are conducted in line with the methodology quality standards.
- Develops weekly plans of TeamUp sessions
- Supports in collection of data and lessons learnt through implementation.
- Ensures attendance/participation is recorded and tracked using relevant tools.
- Collects feedback from children on the activities on request from supervisor
- Works closely together with project staff and collaborates in a constructive way with leaders in zones/transit/collection centers.
- Ensures that child safeguarding and protection procedures are understood and adhered to.
- Identifies and refers children needing additional EASE support or other support services.

Other Areas

Skills and competencies:

- Good social and communication skills
- Demonstrable experience in working with large and small groups of children
- Planning, implementation and time management skills
- Experience in planning, conducting and implementing structured recreational activities for children (dance, sport and games)
- Energetic, with can-do attitude and ability to respond quickly to any situation.
- Flexibility and ability to maintain a clear overview and capable of facilitating activities in a child friendly manner.
- Ability to work independently, you possess excellent communication skills
- Should be full time available throughout working days.
- Stability and a sustained commitment is vital to this group of vulnerable children
- Ability to speak the common refugee languages (Madi, Kakwa, Arabic, Dinka, Aringa and Acholi)
- Ability to understand, speak and write English
- Understanding of Child Safety and have a clean criminal record

Qualifications and Experience

- S/he must be a resident of the **Settlement**.
- Must be able to travel to the places in zones/transit centers/collection centers where TeamUp will be implemented.
- **A diploma or an equivalent in social sciences is required for this position.**
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- With 21 years of age or older
- Must have a recommendation letter from LC1 with LC1 phone number and stamped letter

Additional requirements

- A certificate in sport is a plus
- First Aid certificate is a plus
- Experience in MHPSS and Child Protection in an added value
- Volunteer experience is an added value

Title: Ease Translator (1 Position)

Duty Station: Palorinya Settlement

Start Date: Immediately

Reports to: Ease Project Officer

Contract Duration: 1 year with possibility of extension

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General

CEPAD is recruiting a translator to support in translating EASE sessions. EASE is part of the wider packages of the protection action aiming to improve the wellbeing of adolescents in distress. The translator will exclusively translate EASE sessions in line CEPADWN, War Child Alliance quality standards and Donor compliance requirements.

Objective of the job

Plan (together with the EASE Facilitator), mobilise adolescents for sessions, and translate sessions into local language in line with the methodology quality standards.

The translator will support in assessing, referral and follow-up of adolescents requiring other support.

Position in the organization

- The translator is a volunteer and part of the protection project team
- S/he reports to the EASE officer and does not manage staff.

Roles and Responsibilities

- Support in the identification and enrolment of beneficiaries for the targeted interventions, in line with the beneficiary identification criteria.
- Mobilize beneficiaries to attend weekly sessions.
- Prepare venues for sessions
- Translating session content to local language, during sessions
- Follow-up cases of beneficiaries referred to other service providers for additional support.
- Support facilitator/project officer/counselor to rollout sessions; where he/she is unavailable during planned sessions.
- Support in collection of data and feedback from beneficiaries
- Ensures that safeguarding and protection procedures are understood and adhered to.
- Perform any other duties as assigned by CEPAD.

Skills and Competencies

- Ability to speak the common refugee languages of West Nile/North (Madi, Kakwa, Arabic, Dinka, Aringa and Acholi)
- Ability to understand, speak and translate from English to local Language and vice versa.
- Have experience and joy working with caregivers and young adolescents in difficult environments.
- Passionate about helping people experiencing emotional difficulties.
- Great at communicating information in simple, interesting and creative ways.
- Competent using Basic Helping Skills.
- Have lots of energy to support groups of adolescents.
- Has been deemed safe to work with young people in line with the Minimum standards for child protection in humanitarian action
- Understanding of Child Safety and have a clean criminal record

Qualifications and Experience:

S/he must be a resident of the **Settlement**.

- Must be able to travel to the places in zones/transit centers/collection centers where EASE sessions will be conducted.
- **A diploma or an equivalent in social sciences is required for this position.**
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- With 21 years of age or older
- Must have a recommendation letter from LC1 with LC1 phone number and stamped letter

Additional requirements

- A certificate in sport is a plus
- First Aid certificate is a plus
- Affinity with children
- Experience in MHPSS and/or Child Protection in an added value
- Volunteer experience is an added value

Title: Child protection and GBV Facilitators (2 Position)



Duty Station: Palorinya Settlement
Start Date: Immediately
Reports to: Case Worker
Contract Duration: 1 year with possibility of extension

Essential Functional Relations

- The Volunteer/Facilitator reports to the Project Officer (PO).
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- Other essential working relations include; Team Leader, Program Support team with close collaboration with the Project Coordinator and Project Manager.

Roles and responsibilities

- Support in the provision of timely, quality, and appropriate GBV case management services through identification, follow up and Referrals of GBV survivors to Case managers.
- Support in managing the operation of Women and Girls Safe spaces together with Center management committees.
- Facilitate psychosocial support/recreational activities for Women and Girls at the W&G Safe Spaces.
- Provide basic counselling support to GBV survivors and other women and Girls at the safe spaces with guidance from the project officers.
- Support in identifying project beneficiaries and distribution of material assistance as assigned.
- Actively participate in needs assessments, data collection and other MEAL related activities organized by CEPAD in the settlement.
- Document and share weekly and monthly work plans and activity reports timely with CEPAD
- Support in any trainings organized under the project with guidance of the project staff.
- Conduct door to door, Awareness sessions, dialogues, community sensitizations and FGDs on GBV prevention, response/PSHEA and protection in the settlement.
- Coordinate and disseminate project related information in the target areas of operation.
- Represent CEPAD at all village meetings and activities organized in relation to APEAL project in the assigned location. Act as a link between CEPAD and beneficiaries.
- Promote local level collaboration, coordination and cooperation with community, local leaders, OPM/UNHCR, service providers and stakeholders.
- CBW will work with the close supervision of the project officer in the field.

- Ensuring attendance is being recorded as per CEPADWN standards
- Collects feedback from children on the activities on request from the Project Officer.
- Work closely together with other CEPAD staff and collaborate in a constructive way with the teachers in the AEP and mainstream.
- Ensure that child safeguarding and protection procedures are understood and adhered to.
- Identify and refer children needing additional support to the relevant partners.
- Write and submit reports to the Project Officer.
- Perform any other duty assigned by the Project Officer.

Other Areas

Skills and competencies:

- **MUST be a resident of Palorinya Settlement**
- **A diploma or an equivalent in social sciences is required for this position.**
- Volunteer experience is an added value
- Experience in identification and referral for MHPSS is an added value
- Ability to understand, speak and write English and one of the languages in the Refugee Settlement. Knowledge of additional languages will be of added advantage
- Understanding of Child Safeguarding and Child Protection Policies is desirable.
- Good facilitation, social and communication skills.
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- Demonstrated planning, implementation and time management skills.
- A background in sports is an added advantage
- Have a clean criminal record.
- Must have a National ID/Attestation Card.
- Must have a recommendation letter from LCI with LCI phone number and stamped letter

Skills



- Coaching skills, Strong facilitation, Teamwork (team oriented), Affinity with children, youth and adults, Good observation skills, Creativity.

Title: BeThere Translator (1 Position)
Duty Station: Palorinya Settlement
Start Date: Immediately
Reports to: BeThere Project Officer
Contract Duration: 1 year with possibility of extension

General

The BeThere translator will support in translating BeThere sessions. BeThere is part of the wider packages of the protection action aiming to improve parenting skills and knowledge for caregivers of children in distress settings. The translator will exclusively translate BeThere sessions in line with CEPADWN quality standards and Donor compliance requirements.

Objective of the job

Plan (together with the BeThere Facilitator), mobilise adolescents for sessions, and translate sessions into local language in line with the methodology quality standards.

The translator will support in assessing, referral and follow-up of adolescents requiring other support.

Position in the organization

- The translator is a volunteer and is part of the protection project team
- S/he reports to the BeThere Project Officer and does not manage staff.

Roles and Responsibilities

- Support in the identification and enrolment of beneficiaries for the targeted interventions, in line with the beneficiary identification criteria.
- Mobilize beneficiaries to attend weekly sessions.
- Prepare venues for sessions
- Translating session content to local language, during sessions
- Follow-up cases of beneficiaries referred to other service providers for additional support.
- Support facilitator/project officer to rollout sessions; where he/she is unavailable during planned sessions.
- Support in collection of data and feedback from beneficiaries
- Ensures that safeguarding and protection procedures are understood and adhered to.
- Perform any other duties as assigned CEPAD.

Skills and Competencies

- S/he must be a resident of the Settlement.
- Ability to speak the common refugee languages of West Nile/North (Madi, Kakwa, Arabic, Dinka, Aringa and Acholi)
- Ability to understand, speak and translate from English to local Language and vice versa.
- Have experience and joy working with caregivers and young adolescents in difficult environments.
- Passionate about helping people experiencing emotional difficulties.
- Great at communicating information in simple, interesting and creative ways.
- Competent using Basic Helping Skills.
- Have lots of energy to support groups of adolescents.
- Has been deemed safe to work with young people in line with the Minimum standards for child protection in humanitarian action
- Understanding of safeguarding and have a clean criminal record

Qualifications and Experience :

- Must be able to travel to the places in zones/transit centers/collection centers where BeThere sessions will be conducted.
- **A diploma or an equivalent in social sciences is required for this position.**
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- With 21 years of age or older
- Must have a recommendation letter from LC1 with LC1 phone number and stamped letter



Additional requirements

- A certificate in sport is a plus
- First Aid certificate is a plus
- Experience in MHPSS and/or Child Protection in an added value
- Volunteer experience is an added value

Required Qualifications, Skills, and Experiences;

- A diploma or an equivalent in social sciences is required for this position.
- Ability to understand, speak and write in English and one of the following languages: Lugbara, Acholi, Kuku, Nuer, Aringa, Juba Arabic, Madi and Bari.
- Understanding of Child Safeguarding and Child Protection Policies is desirable.
- Good facilitation, social and communication skills.
- Must be child friendly and act in the best interest of the child as well as have a volunteer spirit.
- Demonstrated planning, implementation, and time management skills.
- Have a clean criminal record.
- **MUST be a resident of the settlement.**
- **Applicants should be able to ride with a valid Riding Permit.**

Your application should have the following documents attached to it;

- Application letter.
- Academic documents
- National ID/ Attestation Card
- Recommendation letter from LC1/RWC1

HOW TO APPLY

Qualified and Interested candidates should send their application letter, cv and academic documents as on attachment clearly marked "**Facilitator/Volunteer**" to hr@cepadwest Nile.org or hand deliver their applications to CEPAD HEADOFFICE ARUA.

APPLY FOR ONLY ONE CATEGORY YOU BEST FIT IN.

Deadline for submission for the above positions is 24th /4/2024, at 5:30pm EAT

CEPAD is an equal opportunity employer with equitable treatment to all applicants without discrimination whatsoever. While we thank all applicants for their interest to work with CEPAD, only shortlisted applicants will be contacted.

Please note that CEPADWN does not accept any monetary facilitation to process your application/employment with the organisation and we do not work with a recruiting agent.

We are committed to the vision and goals of CEPADWN, War Child Alliance in Uganda, including adherence to the Child Safeguarding Policy, is essential"

**CEPADWN
MANAGEMENT**

