

**South Sudan
Human Rights Defenders
Network (SSHRDN)**

Approved
JH

Terms of Reference

Program Development Officer



South Sudan Human Rights Defenders Network (SSHRDN) is a non-profit, non-political civil society network that is identified by the Relief and Rehabilitation Commission (RRC) with the registration number 2284. It is a coalition of civil society organizations and individuals working to protect promotion of human rights in South Sudan. SSHRDN was established as an independent entity partnering with international and regional Human Rights Power Houses. SSHRDN is based in Juba but has reach across South Sudan.

This position is to support the available capacity of the secretariat in reaching the organization's main objective.

Job Purpose

Under the broad guidance of SSHRDN Head of Secretariat and Steering Committee, the role of the Program Development Officer (hereafter referred to as PDO) will ensure the network seeks to promote the participation of human rights based civil society organizations to research, analyze and pursue strategic interventions through advocacy, campaign to promote and protect human rights defenders in South Sudan.

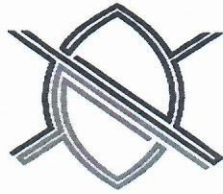
The South Sudan Human Rights Defenders Network sets out to achieve human rights defenders in South Sudan recognized as essential actors in the struggle for the spread of human rights and enjoy freedom and security to undertake their legitimate activities. The PDO therefore will have a crucial role in the overall management of the network's programs.

Reporting to Head of secretariat/Coordinator.

Main duties and responsibilities

Support the SSHRDN team in defining program development strategy, preparing proposals for donors and negotiating contracts.

- Contribute substantively to developing and adapting the organization's fundraising strategy
- Establish and maintain positive relationships with donors and potential donors
- Developing new programs to support the strategic direction of the organization. Coordinating with different partners, departments and stakeholders in developing new programs for the network. This include but not limited to, joint campaigns with other organizations, trainings, advocacy programs etc. He/she will take the lead on behalf of the network in developing the concepts.
- Assist the Head of Secretariat/Coordinator in writing program funding proposals to guarantee uninterrupted delivery of services.



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- Analyzing program risks. While coordinating with the support staffs, he/she will ensure all the network programs are risk analyzed.
- Proactively follow-up with the donors following proposal submission to monitor progress, answer questions and amend submission as necessary
- Conduct and assist in the negotiations of donor contracts – within parameters agreed with the Steering Committee, Coordinator, and programmatic staff. Ensuring that costs including overheads are recovered, that SSHRDN systems are capable of generating the compliance information required by the contract, and that SSHRDN's best interests are represented.
- Help programme colleagues ensure that all project costs are included in budgets – where necessary by submitting proposals to more than one donor.

Grants Management:

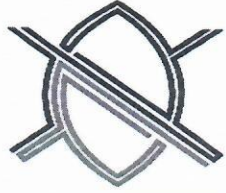
- Maintain orderly files, and involve all internal stakeholders in communications on fundraising issues
- Prepare handover files for programmes and finance staff following the successful negotiation of donor contracts, ensuring that salient information regarding grant management is clearly flagged and communicated, and that all relevant paperwork is made available.
- Convert donor budgets into internal budget formats, using budget lines which allow the SSHRDN accounting system to be used to generate donor finance.
- Assist programmes in interpreting the terms of, and in re-negotiating ongoing donor contracts when requested.

Reporting:

- Keep updated records and create reports. Records basically of the network members' updated list, monthly reports, steering committee meeting minutes etc. He/she is also responsible of filing all the necessary paperwork of the network as well as producing timely reports.
- Write/edit narrative donor reports.
- Liaise with the finance department in regards to financial reporting to ensure that financial reports are submitted on time, in adherence with financial reporting requirements, and that they correspond to the narrative reports.
- Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on related topics/projects.

Monitoring & Evaluation:

- Assist in the process of rolling out M&E tools to the field, and provide field teams with technical support to implement them. This may include conducting workshops for staff on monitoring, evaluation and reporting.



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- Monitor project outputs, track progress towards indicators and measure impact of projects.

Other:

- Ensuring implementation of policies and practices. Including orienting new staffs on the available policies and practices. He/she will be the custodian of the network's policies while ensuring compliance with program regulations.
- Help build positive relations within the team and external parties, including arranging and spearheading periodic network member visits.
- Undertake other tasks reasonably expected of her/him.

Working Relationship:

The Program Development Officer will have to work closely with SSHRDN Secretariat staff on a daily basis. S/he will main close interaction with program staff of SSHRDN.

Values and Ethics

The Candidate should have high integrity, accountability and punctuality and willing to work beyond normal working hours. S/he should also demonstrate and be exemplary in portraying SSHRDN values and ethic. S/he should be a team player.

Qualifications and other requirements:

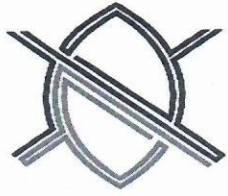
The Program Development Officer shall at least have the following qualifications:

Education:

- Must have at least a Bachelor's degree in the related fields of Social Sciences or human rights with more than three additional years of qualifying experience. Masters degrees is an added advantage

Experience and Knowledge:

- Excellent English oral and written communication skills, including ability to analyse and present a cogent argument both in writing and orally.
- Significant experience establishing and maintain donor relationships.
- Track record of developing successful proposal packages, including narrative, logframes and budgets.
- Significant experience developing narrative donor reports under minimal supervision.
- Experience tracking donor trends and opportunities.
- Experience developing, implementing and utilizing M&E tools.
- Experience negotiating contracts with donors and managing grants.
- Experience of managing and prioritizing a high workload with a flexible approach to changing environments.



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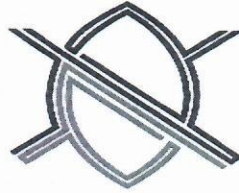
- Advanced knowledge of Microsoft Word and Microsoft Excel.

Skills:

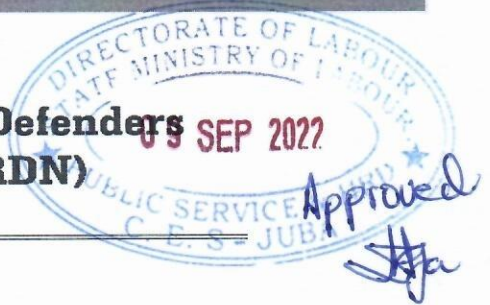
- Ability to set priorities, solve problems and analyze data
- Ability to work and meet strict deadlines
- Ability to manage information with discretion
- Attention to detail
- Ability to be creative and innovative in generating new ideas and undertaking research
- Ability to work effectively and diplomatically in a multi-cultural environment
- Ability to be a collaborative team player, willing to proactively help colleagues
- Flexibility and adaptability
- Comfortable living and working in highly fluid and insecure environment

Interested applicants should submit an application consisting of:

- Resume (tailored to the roles as specified above, highlighting relevant experience and achievements) and contact details for three referees (who will not be contacted without your authority);
- Cover letter explaining why you feel you should be considered for the position of the Communications Officer. You can send your application to: recruitment@sshrdn.org & Cc jbilal@sshrdn.org or hand deliver hard copies to SSHRDN offices, inside **CIC Insurance building** along Kololo Road next to Cooperative Bank. **Deadline for submission of applications is on 23rd September 2022 at 5:00pm**
- For any inquiries kindly contact the following telephone numbers below:-
+211926222590; 0917995807
- Must be a South Sudanese of sound mind, integrity and professional. Women are highly encouraged to apply



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Terms of Reference

Communications Officer

South Sudan Human Rights Defenders Network (SSHRDN) is a non-profit, non-political civil society network that is identified by the Relief and Rehabilitation Commission (RRC) with the registration number 2284. It is a coalition of civil society organizations and individuals working to protect promotion of human rights in South Sudan. SSHRDN was established as an independent entity partnering with international and regional Human Rights Power Houses. SSHRDN is based in Juba but has reach across South Sudan. This position is to support the available capacity of the secretariat in reaching the organization's main objective.

Job Purpose

Under the broad guidance of SSHRDN Head of Secretariat and Steering Committee, the Communications Officer assumes primary responsibility of planning, developing and implementing communications strategies to promote SSHRDN programs. The incumbent will also be responsible for developing partnership with other relevant organizations and SSHRDN global network to disseminate information and create awareness about SSHRDN programs and activities.

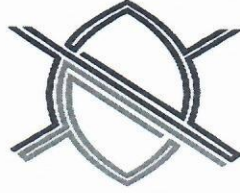
Reporting to Head of secretariat/Coordinator.

Main duties and responsibilities

Communications strategy:

- Develop and implement a communications strategy and plan for the SSHRDNs focusing on both the Network's membership and external audiences.
- Monitor and evaluate impact of communication material and advocacy events/campaigns to target audiences.
- Identify, lead and manage the production of all external communication material from concept to publication.
- Enhance the public image of the SSHRDN.
- Manage the branding of the SSHRDN in conjunction with the Secretariat and Steering Committee to ensure the consistent application of branding guidelines, communication guidelines and relevant codes of conduct for the SSHRDN.

Production of quality media and print communication materials:



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- Write quality material, such as Human Rights interest stories factsheets, infographics, case studies, testimonials, press releases, articles and any other form of communication material as requested.
- Ensure that quality pictures and visual content is being created by the SSRHDN Secretariat and is effectively stored for future use.
- Maintain SSHRDN website and social media sites (Facebook, Twitter, LinkedIn and YouTube) such as daily monitoring, posting and content development.
- Support the Project Development Officer and Secretariat in the delivery of timely and high quality reports to donors with infographics, pictures and captions.
- Assist the Program Development Officer in the proposal development stage to identify appropriate communications activities for the projects.
- Contribute to the development of advocacy papers and briefings in collaboration with the other Secretariat members.
Liaise with state focal point people and membership organizations to proactively seek information and news stories about their programming and experiences.

Media Relations:

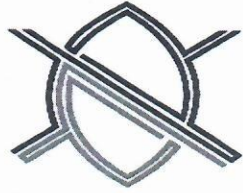
- Develop and maintain contact information, materials and relationship with journalists and media outlets (Print, TV, Radio, Web etc.) within and outside South Sudan to increase coverage of the Network's activities.
- Draft and edit articles, press releases, human rights interest stories and other advocacy/information materials necessary to improve the coverage and accuracy of external coverage.
- Collaborate with the media by organizing field missions facilitate photo coverage and TV footage and utilizing both web based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clipping etc.

Programmatic support:

- Assist in organizing and generating public support for special events and campaigns to promote strategic protection goals.
- Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes.
- Ensure timely and quality production of advocacy and branding materials such as annual and donor reports, supplements, calendars, briefing notes, picture stories, videos, etc.

Donor relations:

- Develop and maintain an updated list of SSHRDN donors and special interest groups. Assist in developing donor visit schedules/brochures, donor gifts and card etc. support



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preparation of background materials, briefs and information kits for visiting donors and high-profile guests/visitors.

Digital Communications/social media:

- Promote and maintain SSHRDN country website and social media presence through social media sites (Facebook, Twitter and YouTube) such as daily monitoring, posting and content development.
- develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources

Working Relationship:

The Communications Officer will have to work closely with SSHRDN Coordinator on a daily basis. S/he will main close interaction with program staff SSHRDN Network, and with entities associated with communications which include local and international media.

Values and Ethics:

The Candidate should have high integrity, accountability and punctuality and willing to work beyond normal working hours. S/he should also demonstrate and be exemplary in portraying SSHRDN values and ethic. S/he should be a team player.

Qualifications and other requirements:

The Communication officer shall at least have the following qualifications:

Education:

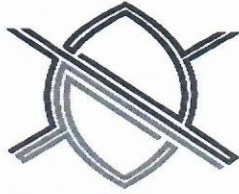
- Bachelor's Degree in Communications, journalism, public relations or a related field.

Experience and Knowledge:

- At least 3 years of similar work experience is required.
- Candidates should be able to work independently with minimum supervision and guidance from supervisors.
- An advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- Candidates with design and layout skills who are adept in using Adobe Photoshop and PageMaker are at an added advantage.
- Demonstrable and extensive social media experience is an added advantage.

Skills:

- Excellent written and oral English communications skills. Knowledge of other languages/dialects is an asset.
- Creative, organizational and critical thinking skills.
- The ability to work within and across teams and at all levels of staff of stakeholders.
- Resourceful and innovative in generating new ideas.

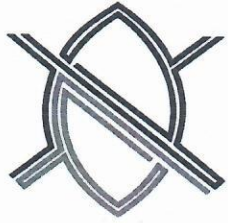


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- Ability to manage information with discretion.

Interested applicants should submit an application consisting of:

- Resume (tailored to the roles as specified above, highlighting relevant experience and achievements) and contact details for three referees (who will not be contacted without your authority);
- Cover letter explaining why you feel you should be considered for the position of the Communications Officer. You can send your application to: recruitment@sshrdn.org & [Cc jbilal@sshrdn.org](mailto:jbilal@sshrdn.org) or hand deliver hard copies to SSHRDN offices, inside **CIC Insurance building** along Kololo Road next to Cooperative Bank. **Deadline for submission of applications is on 23rd September 2022 at 5:00pm**
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Administrative Assistant

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Job Purpose

Under the broad guidance of SSHRDN Head of Secretariat and Steering Committee, the administrative assistant will assist with the implementation of project activities by providing administrative and logistical support to project staff. He/she provides secretarial assistance, and assist with maintaining efficient office operations. Copying/filing of documents, managing reports and resources, scheduling and coordinating meetings/events and administratively support project staff.

Ensures that administrative activities are conducted according to project policies and procedures and in compliance with donor regulations. The administrative assistant is aware of, and adheres to procurement integrity standards in all activities.

Reporting to Head of secretariat/Coordinator.

Main Duties and Responsibilities

Administration:

- Assist with all aspects of general office coordination;
- Perform general clerical duties to include, but not limited to, copying and scanning of documents;
- Secretarial work – answering the phone, the admin emails, welcoming visitors to the office, tracking whether staff are in or out of the office;
- Ensure appropriateness/correctness of correspondences, reports and other documents requiring initials/signatures;
- File and retrieve organizational documents, records and reports;
- Ensuring clear and, depending on confidentiality, accessible database of all incoming and outgoing documentation for the Network

- Schedule, coordinate, attend and document team meetings, and record, compile, transcribe, file and distribute meeting minutes;
- Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedback from receivers are noted;
- Maintain a record and filing system as repository of all pertinent SSHRDN documents
- Making sure that the office supplies stock is maintained, and when low puts through a procurement request;
- Assist staff with administrative processes in finance, procurement, and human resources.

Other:

- Coordinate international/domestic travels and hotel arrangement, including visas, flights and all other related needs, ensuring that all travel arrangements are in compliance with SSHRDN policies and all required documentation is prepared.
- Perform any other duties that may be assigned by supervisor.

Working Relationship:

The Administrative Assistance will have to work closely with SSHRDN Secretariat staff on a daily basis. She will maintain close interaction with program staff of SSHRDN.

Values and Ethics

The Candidate should have high integrity, accountability and punctuality and willing to work beyond normal working hours. She should also demonstrate and be exemplary in portraying SSHRDN values and ethic. She should be a team player.

Qualifications and other requirements:

The Administrative Assistance shall at least have the following qualifications:

Education:

- Diploma in the field of Social Works and related field with at least experience of two (2) years. Bachelor's degree in the related field is an added advantage.

Experience and Knowledge:

- Experience with civil society organizations and human rights work.
- Understanding of and commitment to the South Sudan Human Rights Defenders Network's mandate.
- Experience with administrative systems (databases, email, internet, Microsoft Office suite).
- Proven experience in a busy office environment with competing priorities essential.

Skill:

Independent Judgment/Analytical:

- Ability to manage information with discretion
- Ability to set priorities, solve problems and analyze information
- Ability to ensure accuracy in both qualitative and quantitative work

Interpersonal:

- Flexible, energetic and adaptable.
- Proven ability to build relationships.

- Able to multi-task and communicate progress, problems and questions to colleagues.
- Genuine interest in assisting staff in need.

Languages

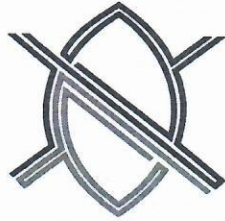
- Ability to interact confidently with and present information effectively to colleagues and external contacts in verbal and written English.

Data Management

- Proficiency with the Microsoft Office suite, particularly databases and email.
- Excellent attention to detail and demonstrable interest in organizational systems and processes.
- Able to file and organize hardcopy and softcopy data efficiently.

Interested applicants should submit an application consisting of:

- Resume (tailored to the roles as specified above, highlighting relevant experience and achievements) and contact details for three referees (who will not be contacted without your authority); and
- Cover letter explaining why you feel you should be considered for the position of the Communications Officer. You can send your application to: recruitment@sshrdn.org & Cc jbilal@sshrdn.org or hand deliver hard copies to SSHRDN offices, **inside CIC Insurance building** along Kololo Road next to Cooperative Bank. **Deadline for submission of applications is on 23rd September 2022 at 5:00pm**
- For any inquiries kindly contact the following telephone numbers below:- +211926222590; 0917995807
- Must be a South Sudanese female of sound mind, integrity and professional.
- **The position is strictly for a female candidate.**



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Terms of Reference

Driver

South Sudan Human Rights Defenders Network (SSHRDN) is a non-profit, non-political civil society network that is identified by the Relief and Rehabilitation Commission (RRC) with the registration number 2284. It is a coalition of civil society organizations and individuals working to protect promotion of human rights in South Sudan. SSHRDN was established as an independent entity partnering with international and regional Human Rights Power Houses. SSHRDN is based in Juba but has reach across South Sudan. This position is to support the available capacity of the secretariat in reaching the organization's main objective.

Job Purpose

The Driver provides reliable and safe driving services to SHRDN Secretariat staff and visitors ensuring the highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues.

The Driver also demonstrates a client-oriented approach, courtesy, confidentiality, tact and ability to work with people of different national and cultural backgrounds. Additionally, he/she drives and maintains the office vehicle for transporting authorized personnel and delivery/collection of mail, documents and other items for the SSHRDN Secretariat office

Reporting to Head of secretariat/Coordinator.

Main Duties and Responsibilities

- Ensures provision of reliable and safe driving services by; a) driving office vehicles for the transport of Secretariat Staff and visitors and delivery and collection of mail, documents and other items; and b) meeting official personnel and visitors at the airport including visa and customs formalities arrangement when required;
- The office driver provides occasional driving services support to the SSHRDN operations and program.
- Keeps abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings;
- Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;
- Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes

and water levels, car washing, etc so that the vehicle is kept clean and in good running condition at all times;

- Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report;
- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, necessary spare parts in the assigned vehicle;
- Keeps track of insurance and other tax formalities;
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident;
- When necessary, translates in local language for the official personnel using the car;
- Provides guidance and coaching to junior drivers when necessary;
- Assists office staff in events, logistical arrangements, filing, photocopying and maintaining stores when required.
- Assists in the mailing and distribution of newsletters and publications and arranges to pay office telephone and other bills, as required.
- Work Relations · Internal contacts with Secretariat staff and visitors to exchange basic information and at times provide straightforward translations of same.
- External contacts relate to various arrangements for protocol purposes as well as exchanging basic information with national and international partners while carrying out the duties of the post
- Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedback from receivers are noted;
- Maintain a record and filing system as repository of all pertinent SSHRDN documents
- Making sure that the office supplies stock is maintained, and when low puts through a procurement request;
- Assist staff with administrative processes in finance, procurement, and human resources.

Working Relationship:

The driver will have to work closely with SSHRDN Secretariat staff on a daily basis. S/he will maintain close interaction with program staff of SSHRDN.

Values and Ethics

The Candidate should have high integrity, accountability and punctuality and willing to work beyond normal working hours. S/he should also demonstrate and be exemplary in portraying SSHRDN values and ethic. S/he should be a team player.

Qualifications and other requirements:

The driver shall at least have the following qualifications:

Education:

- Completed Secondary Level Education.
- Valid driver's license.
- Minimum experience of basic mechanical maintenance of a vehicle
- He/she should be able to drive both manual and automatic vehicle

Experience and Knowledge:

- Minimum of 2 years working experience as a driver in an organization or company with a safe driving record.

Skill:

- Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills
- Skill in minor vehicle repairs
- Basic English language and local arabic
- Exemplifying integrity
- Demonstrating commitment to SSHRDN image and culture
- Embracing cultural diversity
- Ability to manage information with discretion

Interpersonal:

- Flexible, energetic and adaptable.
- Proven ability to build relationships.
- Able to multi-task and communicate progress, problems and questions to colleagues.
- Genuine interest in assisting staff in need.

Languages

- Ability to interact confidently with and present information effectively to colleagues and external contacts in verbal and written English.

Interested applicants should submit an application consisting of:

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