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Approved by  
Inspector of  
19/04/2023  
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## Youth and Adolescent Program Officer (YAP Officer) (1)

**Location:** Malakal  
**Deadline:** 03.05.2023  
**Type of Contract:** Service Contract  
**Post Level:** SC-6. B  
**Reporting to:** Program Coordinator  
**Start Date:** Immediately  
**Duration of Contract:** 1 Year (3 months' probation)

### Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba and mandated to save lives, protect dignity and develop resilience of children and families from effects of conflicts and disasters. CINA has been working in Jonglei, Central Equatoria, Eastern Equatoria, Western Equatoria Lakes, Western Bahr El Ghazal and Upper Nile State since 2010. CINA seeks the services of a qualified, experienced and competent Youth and Adolescent Program Officer (YAP Officer) who, in coordination with Program Coordinator and YAP Project Manager, will be responsible programme/project formulation, design, planning and management with strategic focus on the achievement of UNICEF's Organizational priorities.

The Officer provides professional technical, operational and administrative assistance throughout the programming process through the application of theoretical and technical skills in researching, collecting, analyzing and presenting technical programme information and learning organizational rules, regulations and procedures, to support the development and formulation of the youth and adolescent development and participation projects.

### Primary duties and responsibilities.

The Youth and Adolescent Program (YAP) Officer will have the following duties and responsibilities:

- Co-ordination of plans and activities YAP Project.
- Preparation of a Detailed Implementation Plan (DIP), monthly, quarterly and biannually.
- Implement the Youth and Adolescent Program in accordance with the UNICEF and CINA Child and Youth program.
- Capacitate through training Youth Inspirators, stakeholders and members
- Select adolescent and youth members to participate in Youth Resilience workshops and facilitate these training workshops and meetings
- Mobilize parents of the youth and adolescent participating in the resilience program & and facilitate parents' child and youth resilience meeting
- Supervise and monitor resilience facilitators and activities in schools and community
- Ensure Youth and Adolescent Resilience program activities and workshops are documented
- Overall responsible for the management of Youth and Adolescent Center (YAC) in Maiakal town.
- Oversee implementation of structured recreational activities to meet the needs of youth and adolescent of different ages, genders, and abilities to promote their participation
- Keep up to date data on youth and adolescent attendance and progress, disaggregated by age and sex, using the agreed tools



- Monitor and supervise Youth Center Inspirators
- Ensure YAC has adequate supplies of gender appropriate recreational materials
- Conduct community awareness on importance of recreational and psychosocial support activities
- Promote a culture of openness and ensure youth and adolescent accessing the center are not exposed to any harm and adhere to UNICEF and CINA Child Safeguarding Policy
- Ensure youth are actively engaged and participate in different activities through their committees
- Support youth to participate in structured recreational and PSS activities such as organized sports tournaments, drama, arts, music and other forms of cultural activities;
- Support youth to participate in meetings and organized community events and life skills training (leadership skills, problem solving and decision making skills)
- Encourage a culture of voluntarism, respect for human rights protection and participation in youth and adolescent protection activities;
- Support for advocacy and peer-to-peer programs to offer them the opportunity and motivation to participate in productive activities;
- Support youth to access platforms to share information on rights, responsibilities and opportunities.
- Develop and implement a range of innovative adolescents and youth skills building activities that respond to interests and needs of adolescents and youth.
- Develop gender and age appropriate selection guidelines
- Strengthen the capacity of Social Workers and Inspirators through training and mentoring to enable them to implement the programme
- Manage the performance of Social Workers and Inspirators
- Facilitate strategic partnerships with other agencies, educational and business enterprises aimed at enhancing opportunities for referrals to educational, internship or job placement for the trainees during and after graduation
- Mobilize youth and adolescent during community commemoration of events
- Ensure child protection issues are identified, documented and reported to CINA for case management program for intervention.
- Conduct meetings and focus group discussions with beneficiaries (parents, adolescent, youth) on the delivery of services, support and take part in implementation of remedial measures
- Participate in relevant coordination and community meeting and ensure adolescent and youth issues/needs are articulated
- Any other duties that may be assigned from time to time by the Line Manager/Project Manager

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CINA values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- Sets ambitious and challenging goals for himself and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for CINA, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

#### **Collaboration:**



- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

**Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

**Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.



**Statement of Skills, Knowledge and Abilities**

- At least 3 years of professional experience in designing and implementing M&E activities in development or humanitarian context by national/international NGOs/UN bodies/Government.
- A graduate with a Degree and/or Diploma or equivalent in Statistic, IT, Project Monitoring and Evaluation, Development Studies, Social Sciences or other related field.
- Experience use of tools for collection, data management and statistical analysis (including KOBO, ODK and MS Excel)
- Experience in training, coordination, and capacity-building.
- Sound knowledge and understanding of project monitoring and evaluation;
- Understanding of current M&E trends and systems in development organizations;

**Skills and Competencies:**

**EXPERIENCE AND SKILLS**

- University degree in: Social Sciences, International Relations, Anthropology, Social Policy, Social Development, Community Development, Education, or another relevant technical field.
- Minimum 3 years working with Adolescent and/or youth Protection
- Experienced in community-based approaches- community mobilization and engagement.
- Proved skills in community level representation.
- Ability to managed Child Friendly spaces and youth centers.
- Basic skills on Mental Health and Psychosocial Support
- Basic people management skills including mentoring assistants and volunteers.
- Previous experience working with refugees, IDPs and other similar population.
- Proven capacity building skills- preparing and facilitating trainings.
- English proficient - Speaking, reading and writing skills.
- Fluent in (Classical Arabic) but mostly prominently in any of the three Upper Nile languages (Chollo, Nuer and Dinka)
- Computer knowledge and skills (MS Word, Excel, PowerPoint).

- Gender awareness and sensitivity
- Commitment to the aims and principles of UNICEF and/or CINA.

#### Desirable

- Knowledge of child rights, adolescent and youth participation
- NGO experience, including understanding and commitment to humanitarian principles.
- Able to operate in extremely harsh living and working environment.
- Flexibility and ability to work independently and in a team.
- Able to work to tight deadlines and under pressure.
- Basic knowledge on emergency response



#### Additional job responsibilities

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

#### Child Safeguarding:

- We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Please address your application and CV with accompanying documents of credentials to the Human Resource Office at CINA South Sudan. Drop them to CINA Head Office, Atlabara 21st Street, 24th Avenue or electronically to [kinyaa@cina-southsudan.org](mailto:kinyaa@cina-southsudan.org) copying [lual@cina-southsudan.org](mailto:lual@cina-southsudan.org), [samanyok@gmail.com](mailto:samanyok@gmail.com) by **11<sup>th</sup> May 2023 latest 5:00 PM. Female candidates are strongly encouraged to apply. This position is for nationals only.**

Important: CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subjected to enhanced past crime record checks, qualifications and experience checks and satisfactory references, and will have to sign CINA's Child Protection Policy and Code of Conduct as they take their job offers.

**DUE TO URGENCY OF RECRUITING THESE POSITION, SELECTIONS WILL START BEFORE THE DEADLINE! WOMEN ARE HIGHLY ENCOURAGED TO APPLY.**

