



## Job Description

<b>Job title:</b>	<b>Project Officer</b>
<b>Reporting to:</b>	<b>Project Manager, EC STOP, 2Somaliland</b>
<b>Responsible for:</b>	NA
<b>Base:</b>	Burao, Somaliland
<b>Job purpose:</b>	Responsible for the implementation of the EC STOP 2 project activities in Burao and Aainabo districts

### Context of the role

HPA been working in Somaliland since 1994 and has broadcast a radio programme from Hargeisa since 1999 using various international and local radio stations. HPA has, over the years successfully implemented a number of projects supported by the European Commission, DFID/UKAID, UNICEF, WFP, UNFPA, Global Fund and other trusts and foundation including current partnerships/consortia with Population Services International (PSI); Mott Mac Donald supported SHINE programme; UNICEF supported SHINE Programme; WFP supported nutrition programme in partnership with a number of local NGO partners.

The Project Officer (PO) is responsible for the planning, organizing and implementation of the STOP 2 project activities in target areas and will be provided with technical guidance and supervision from the Project Manager and SGBV focal person in HPA. The PO is responsible to support partner in all aspects of implementation and reporting to ensure programme quality and compliance with donor requirements. This will include ensuring that partners are supported with capacity building and ongoing accompaniment, based on mutual respect & solidarity. PO will work close with SGBV network/groups, clubs and district health offices to develop smart project plan and implementation in the target communities.

### Main Functions of Post:

Key Responsibilities:

#### Project planning and implementation

- Support partner and provide capacity building assistance in every aspect of project management, including work-planning (in line with project log frames); implementation and tracking of project activities; monitoring, evaluation and learning; budget monitoring and project adaptation
- Oversee case management (including follow up on referrals and action plans) and support services provided to SGBV survivors.
- Support local level policy campaign with community committees to advocate on ending SGBV and other harmful practices

- Closely work with partners, community members and SGBV network focal points.
- Provide technical support to the local partners, SGBV units, boys/girls club, anti FGM group etc
- Initiate planning for longer-term SGBV prevention and response activities, including referral pathway and standard operating procedures.
- target communities and implement the activities in Burao and Aainabo districts
- Provide technical support to ensure adequate mainstreaming and integration of SGBV and related issues to health programs

### **Capacity building and coordination**

- Lead and coordinate the EC STOP II and provide regular oversight and support for SGBV coordination at district/regional level.
- Work in close collaboration with the relevant government counterparts, the chairs of the various working groups/clusters, and other stakeholders to strengthen and facilitate community/district/regional SGBV prevention and response interventions.
- Ensure coordinated capacity building support for SGBV working group members and other networks by setting quality assurance and standard training packages
- Conduct quality training to local communities, school clubs and SGBV unit teams on SGBV prevention and response.
- Support strengthening of capacities of local communities and women groups on SGBV prevention and response.
- Accompany visitors to project sites as required

### **Monitoring, recording/reporting and learning**

- Maintain, monitor and measure GBV project implementation and contribute to effective information management on GBV survivors
- Lead the GBV Information Management System (GBVIMS), inclusive of ensuring quality reporting, analysis and presentation of data collected through GBVIMS.
- Support development of IEC materials in line with best practices and context based to be utilized by SGBV unites, local communities and school clubs
- In line with Somaliland SGBV and Advocacy Strategy, identify key advocacy issues in consultation with local communities and SGBV working group members and carry out advocacy activities
- Conduct monitoring and evaluation as per timelines of the EC STOPII
- Prepare monthly/quarterly/annual quality statistics and narrative reports and donor reports according to programme implementation
- Work with local partner to develop and implement Monitoring and Evaluation (M&E) plans that are based on baseline data and clear indicators of impact
- In coordination with the MEAL Advisor, support partners in conducting M&E activities, including developing monitoring tools, collecting and analyzing data and drafting M&E reports
- Ensure that learning is captured and shared
- Promote accountability of partners to target communities

### **Person Specification**

#### **Essential requirements**

- At least 3 years' experience as a Sexual and Reproductive health officer and/or Sexual and Gender Based Violence Officer in reputed national/international organisation in Somaliland.
- Graduate (Bachelors but preferred Masters degree) in relevant discipline such as public health, Gender & development, human rights etc.
- Detailed knowledge of priority public health, social determinants of health, SGBV/FGM and poverty issues.
- Excellent written and oral communication skills in English.
- Project planning and budget development, and report writing skills.
- Demonstrable computing skills (word processing, Excel spreadsheets, presentations)
- A capacity to be flexible under difficult conditions.

#### **Desirable**

- Experience of managing public health interventions, preferably the social issues like SGBV/FGM, rape, discrimination etc.
- Experience of developing and managing relationships with government offices, UN and partner NGOs.

The successful candidate will be offered remuneration package in accordance with the organisation pay scale, qualifications and experience. Female candidates are strongly encouraged to apply.

#### **How to apply**

Interested candidates who meet the requirements should send their CV and cover letter to [svacancy@healthpovertyaction.or.ke](mailto:svacancy@healthpovertyaction.or.ke) . Please specify the post you are applying for on the subject line: **Project Officer, STOP II**