

# Mon Club

<https://monclubint.org/job/protection-assistant/>

## Protection Assistant

### Description

#### General Purpose

The Protection Assistant will work as part of the core team to ensure that gender and protection issues of beneficiaries are identified and addressed at all stages while implementing the project activities for vulnerable children, Pregnant and Lactating women, and Cash Based Transfers to vulnerable beneficiaries in the job location.

The protection assistant will be supervised and supported by the Program Manager

### Responsibilities

#### Main Responsibilities

- ☐ Ensure the delivery of protection activities in all sites covered within the LGA.
- ☐ Undertake regular field visits with the teams to identify and address, potential protection concerns arising from the humanitarian response.
- ☐ Prepare for and organize community consultations and community-based orientation sessions, in coordination with project team(s) and other partners.
- ☐ Participates in developing and updating the mapping of services for threats and abuses (including GBV) that beneficiaries face in project operation areas.
- ☐ Lead and supervise assessment teams during thematic surveys, needs assessment, and data collection for protection-related research.
- ☐ With the support of the Program Manager, follow up with humanitarian actors about requests and invitations.
- ☐ Monitor protection issues affecting the host population in project areas of operation.
- ☐ Support the Program Manager and Team to strategize, plan for, and ensure appropriate integration and mainstreaming of protection through all program activities and the various stages in a distribution site.
- ☐ With the support of the Program Manager, develop and update relevant Information, Education, and Communication tools (leaflets, brochures, posters, etc.) that can be used during beneficiaries' sensitization sessions.
- ☐ Support the Program Manager in developing safe programming and conflict-sensitive approaches to the humanitarian response.
- ☐ In collaboration with the Program Manager, ensure program staff are fully trained on existing referral systems and relevant SOPs for protection cases.
- ☐ Sensitize beneficiaries on available feedback mechanisms and maintain open

### Hiring organization

Mon Club International

### Employment Type

Full-time

### Duration of employment

9 months

### Industry

Non-Governmental Organization

### Job Location

New Marte, Borno, Nigeria

### Base Salary

₦ 670,720.00

### Date posted

April 22, 2024

### Valid through

28.04.2024

communication with them to obtain feedback and complaints with regard to protection issues and ensure corrective actions are taken and monitored.

☒ Ensure most vulnerable people are identified and prioritized during program activities.

☒ Disseminate protection-related findings from PDMs and ensure the recommendations are implemented effectively.

☒ Produce gender and protection updates that will be included in field visit reports.

☒ Organize and prepare regular protection analysis reports.

☒ Contribute to biweekly/monthly reports, donor reports, and proposals.

☒ Prepare weekly and monthly plans and facilitation of community awareness sessions on basic and specialist protection services using approaches that promote gender equality.

☒ Support and coordinate with M&E Officers for surveys, post-distribution other monitoring activities.

☒ Support country teams to ensure M&E processes engendered protection and ensure learning of protection issues are captured.

### **Skills and Competence**

☒ Good understanding of protection concerns, including GBV issues in displacement, human rights, and international humanitarian law.

☒ Proven analytical skills.

☒ Understanding of monitoring processes, learning, adaptation, and evaluation of good levels of spoken and written English.

☒ Commitment to humanitarian principles and action, equal opportunity, and gender policies.

☒ Excellent computer knowledge and skills in using Microsoft Word, power point and Excel.

☒ Understanding and experience of gender equity issues and their relevance to humanitarian response work.

☒ Qualified female candidates are strongly encouraged to apply.

### **Qualifications**

#### **Education, Professional Experience, and Professional requirements**

☒ University degree in a relevant discipline (law, political science, social science, psychology, or any other relevant education profile), or comparable addition to experience.

☒ Previous experience in protection within a humanitarian response and providing counseling services that are gender-sensitive and child-friendly.

☒ Experience working in Borno State

☑ Demonstrate experience (minimum 2 years) in working with communities in humanitarian or development contexts.

**Other Requirement (Language(s) proficiency)**

☑ Fluency in written and spoken English. Fluency in Hausa/Kanuri is an advantage.

**Contacts**

**How to apply:**

Prospective applicants are to send in their Curriculum Vitae (CV) and Cover letter to [hr@monclubint.org](mailto:hr@monclubint.org). Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

**Deadline:** 26<sup>th</sup> April 2024 by 11:59 pm.