



VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

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| Job Title | Protection Assistant |
| Job Type | Fixed Term |
| Qualification | Bachelor's degree or Higher National Diploma in Community Development, Psychology, Sociology, Social sciences or any other relevant discipline. |
| Experience | Minimum of 1 year experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable) |
| Location | Borno, Adamawa and Yobe (BAY) State. |

Duty Description:

- This position or the day-to-day implementation of the various protection activities in the field locations under his/her responsibility. This includes conduct Protection Monitoring, referrals and follow up of referrals, (including establishing referral pathways), identification of IPA beneficiaries and follow up of cases, psychosocial support activities, monitor the protection incentive workers' work and manage them on a daily basis. The Protection Assistant will also be responsible for supporting needs and programmatic assessments, supporting the preparation of activity and protection reports and analysis (information collection, community consultations, etc.), identifying and communicating protection concerns in his/her locations, identifying and communicating programmatic needs in targeted locations, supporting the Officers in providing capacity building to key stakeholders, and in collecting and managing project data ensuring the highest standards of data and information protection and confidentiality.

Job Description:

Program Planning

- The Protection Assistant (PA) will oversee sensitization, recruitment and appropriate training of Community Based Resource Persons to enhance promotion of behavioural change of target households in the Project.
- The Protection Assistant will also train Community Based Resource Persons (CBRP) on multisectoral inclusion and maintain a proper documentation on the database.
- The Protection Assistant will continuously support the Field Support Staff to meet the project deliverables which includes training, building confidence of beneficiaries, identifying, planning and facilitating resolutions of complaints received through the CRM desk.
- Coordinating on ground activities which includes training and capacity building, outreaches and media efforts.
- Contribute to information-sharing and data management systems.
- Compile monthly and quarterly reports, on time and with accurate data.
- Maintain flexibility to take on added responsibilities as and when needed.

- Ensure the organization and the implementation of all protection activities at field level in accordance with the agreed Work plan (under the supervision of the Protection Officer) and the international standards
- Ensure the management of the field protection incentive workers (team and work management)
- Prepare necessary activity and protection reports (weekly, monthly, ad hoc)
- Participate in conducting needs and programmatic assessments in targeted locations
- Identify and intervene on protection cases in the camps and host communities with technical support from their line manager.
- Refer protection cases to partner agencies and seek to solicit services for them.
- Ensure all protection activities and cases re individually documented, filed and up to date in Kobo.
- Engage with communities directly and create awareness on human rights, child protection, SGBV, and other protection-related topics
- Train community members, partner staff and other local authorities on protection topics
- Identify protection trends and bring this to the attention of the line manager for action planning
- Carry out advocacy and sensitization activities at the field level
- Represent LPF protection in all partner discussions at the field level
- Participate in and actively recruit casual social workers are needed.
- Conduct community meetings, FGDs, and other direct community activities as part of protection monitoring.
- Document all protection activities on Kobo.
- Carry out any delegated activities as assigned by DRC management at the field level including supervision of field bases.
- Manage LPF protection assets assigned to the field of operation.
- Liaise with security officers in LPF to keep up to date on the security situation of the field base at all times.
- Support protection coordinator, the manager with itinerary planning for field visits including donor visits.
- Provide detailed updates of activities within your designated field site.

Stakeholders' management

- Work with existing stakeholders, identify other key stakeholders on areas of thematic importance
- Mobilize and organize for advocacies at the community level
- Identify and work with Influencers on WASH intervention and related policies as well as community participation to ensure sustainability

Coordination:

- Actively participate in relevant working groups and contribute to interagency initiatives.
- Contribute to positive images and overall credibility of the organisation, notably through the applications of the organisation's code of conduct
- Take notes of regular team's meetings of the programmes office use.
- Work with other Program staffs to coordinate work activities, meet deadlines, and provide support where needed.

Human Resources/Knowledge Management

- Develop support strategies for staff and introduce principles of inclusion.
- Develop and maintain an efficient filing system for the team, including assistance in processing calls for proposals as required and maintain a tracking system of responses to proposals.
- Financial Management
- Develop work plans in line with financial pipelines.
- Work with Finance and Logistics to plan and procure supplies within program budgets.
- Ensure compliance with donor regulations.

Mobilization of communities towards activities

- Provide technical guidance and support to LPF and partners on all protection related issues.
- Stay abreast of and report as relevant on legal political, social, economic and cultural developments that have an impact on the protection environment.

- Engage relevant national authorities and structures in identifying and expanding opportunities in view of developing or strengthening National Asylum Systems.
- In operations applying the Cluster Approach, seek to ensure the response of the Protection Cluster is grounded in a strategy which covers all assessed and prioritized protection needs of the affected populations.

Training of Project Participants

- Facilitate identification and sensitization and training of participant Beneficiaries on areas relevant to the project.
- Provide technical support to Field Support Personnel and participating advocacy planning and implementation
- Facilitate Capacity development of field support staff throughout the programme cycle to enhance maximum output and overall project success

Management and Monitoring of Project Activities and Reporting

- Support in developing and implementing Rapid Assessment and Protection Monitoring framework including data collection tools.
- Work closely with M&E Team and Sector Leads for coordination with National and Provincial Protection Coordination Group related to multi-rapid assessment exercise including other assessment agree by emergency coordination body.
- Leading the process to train and technical support to Protection Monitoring Data Collector and other staff in Emergency Protection Team in data collection, data entry for rapid assessment and protection monitoring in targeted location.
- Ensure data collection, data entry for protection monitoring are complete according to agree timeline and meet data quality requirement.
- Work closely with M&E Officer to develop electronic data collection for rapid assessment and protection monitoring.
- Conduct rapid protection assessment and monitoring to identify protection risks, trend and produce regular protection reports/information on the situation the intervention areas;
- Ensure protection mainstreaming in all the sites to ensure that implementation and services adhere to protection standards;
- Ensure protection mainstreaming in all the sites to ensure that implementation and services adhere to protection standards; Facilitate procurement planning of Beneficiaries Trainings materials
- Eager and required to adhere to LPF's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favors or material advantage.
- Report any failure or damage of system/facilities to the LPF Officer or Assistant in charge.

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.

- Resilience/ Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

Work style:

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

Knowledge and skills:

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- Minimum of 1 - 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- High level of experience in developing information and communication related technical tools guidelines and systems.
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian /Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

GENERAL INFORMATION

For an application to be valid, an applicant's Application letter and CV must contain the following information:

- Name of the Applicant (Must be the same as Name on Bank Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/ declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees)

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to hr@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB **18th October 2024**. The application will be assessed on a rolling basis.

