

VACANCY ADVERT

Position: **Protection Assistant** (*recruiting for 2 positions*).

Location: Bamenda, NW Region (working in Menchum and Mezam Divisions).

Contract Duration: 1 year renewable depending on availability of funding.

Grade: Junior level – Junior

Reports to: Protection Officer

Indirect Reports: M&E Officer

Supervises: Casual workers and community volunteers

Domain: Protection, Gender Based Violence, Civil Documentation, Case Management.

While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for interview.

Only applications with completed and signed [PSEA self-declaration form](#) will be evaluated.

About Rhema Care.

Established in 2005 in Nigeria and after 15 years of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts and lack of opportunities plaguing the developing world in general and the African continent in particular.

Our Drive

Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a wholistic mission that combines social action with integral ministry and empowerment for the development of the total person. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods and Protection amongst highly vulnerable populations and deprived communities.

Our Vision and Mission

We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, wellbeing, and livelihoods". We progressively achieve this through our community-centred, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving on their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

We are seeking talented young people to join our team of engaged and passionate members to continue in the vocation of impacting lives. If you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, then we would like to have you.

Overview of Role/Position.

The Protection Assistant supports the Protection Officer with the implementation of Protection program activities in the set-up of protection interventions in the designated locations. S/he will work closely with Community-Based Volunteers in leading outreach and community mobilization activities.

Core Functions / Responsibilities

1. *Conduct protection monitoring: collect high-quality information through direct observation, focus group, and community discussions, and key informant interviews following Rhema Care laid down guidelines.*
2. *Provides timely feedback on issues and complaints raised by affected person/population.*
3. *Support the identification and analysis of protection issues and trends.*
4. *Identify and respond appropriately to beneficiaries with protection needs including through referrals, case management, and emergency cash assistance.*
5. *Refer beneficiaries to key service providers following Rhema Care laid down guidelines.*
6. *Provide comprehensive case management services following Rhema Care laid down guidelines.*
7. *Maintain and update electronic and or manual databases and records for each case and keep detailed notes of all casework activities.*
8. *Identify and respond to protection cases eligible for Emergency Cash Assistance (ECA).*
9. *Conduct home visits, assessing the needs and ensuring adequate referral and providing assistance to Persons with Specific Needs (PSN)*
10. *Conduct and facilitate regular community engagement and awareness-raising activities as required.*
11. *Work closely with Community-Based Volunteers, providing support and guidance in their activities.*
12. *Support Protection Focal Points' Community Mobilisation Activities.*
13. *Support the development of a referral service mapping.*
14. *Collect information on access to services, and provide regular updates on changes to services available.*
15. *Represent Rhema Care at relevant meetings at the request of the Program Officer or Regional Coordinator.*
16. *Complete all protection training assigned by the Protection Officers, Protection Technical Advisor, or Regional Coordinator.*
17. *Undertake any other related and relevant duties as may be assigned by the Program Officer or the Regional Coordinator.*

Qualifications & Skills

Education:

- University degree in a relevant field including law, social work, Women and Gender studies, or social sciences from an accredited academic university or institute.

Experience and Skills:

- Minimum one year of relevant professional experience, preferably within the humanitarian protection role.
- Experience in providing direct assistance to beneficiaries.
- Experience working within challenging environments.
- Experience in organizing events, workshops, and meetings.
- Experience with raising awareness in the public domain.

- Experience working with governmental, non-governmental institutions, and UN agencies is an added advantage.
- Demonstrated ability to maintain confidentiality, respect, non-discrimination and safety of survivors at all times.
- Good written and oral communication skills in English language, effective in representation and liaison with external parties (required).
- Ability to organize work, and work independently, prioritize work under pressure, coordinate multiple tasks, and maintain attention to detail (required).
- Good interpersonal and problem-solving skills.
- Flexibility in working overtime when needed.
- Computer literacy (Microsoft Word and Excel) and should own a computer.
- Willing to collaborate with and support people from different ethnic groups and different religions.
- Demonstrated interest in humanitarian work and supporting people affected by conflict.
- Familiarity local language or previous experience working with communities in Menchum and Mezam Divisions will be an added advantage.

Behavioural Competencies

- Work prioritization and ability to multitask.
- Team Spirited with a positive and constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for a supportive working environment and positive working relationships.
- Creates a respectful office environment free of harassment, and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Ready to undertake all online relevant trainings on Protection and obtain the certificate

How to Apply

Applicants should send their Updated CVs to hrm.cmr@rhemacare.org with the Position applying for as the subject.

Deadline for submission of applications – **15th of March 2024.**

Female Candidates and Persons with Disability are strongly encouraged to apply.