



# ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

## JOB OPENING COOPERATION FIELD OFFICER Based in Rumbek

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position **based in Rumbek**.

### Main Duties and Responsibilities:

- Maintains good knowledge of the Red Cross and Red Crescent Movement (principles, guidelines and policies) and the ICRC strategy in South Sudan;
- Gains and maintains good knowledge of the ICRC financial, administrative and logistic system, and procedures;
- Oversees and monitors Cooperation projects/ programs;
- Maintains regular contacts with the local Red Cross branches and units, especially in the Emergency Preparedness/ Response programs, and follow up with the Emergency Action Teams' (EAT) activities with special focus on simulation exercises and First Aid mobile posts;
- Prepares and conducts presentations & facilitates in workshops/ trainings, especially in EPR, and Safer Access Framework, and represents the ICRC when required;
- Compiles and updates information, prepares reports on Cooperation and related issues;
- Works with other Field Officers in the department on the financial transfer of program support funds to the national society, and assists in the following up of the narrative/ finance reporting;
- Undertakes regular (at least monthly) monitoring visit to the South Sudan Red Cross (SSRC) branches and EATs;
- Promotes the understanding and respect of the SSRC within external interlocutors and the Red Cross Red Crescent Movement partners (Participating National Societies/Federation);
- Is ready to gain knowledge in First Aid Training, and occasionally supports the Field Delegate in providing First Aid trainings to arms carriers such as the military, police and armed civilians.

### Minimum required knowledge & experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent; some college coursework completed or an Associate Degree is an asset.
- Additional vocational training in law, information, communication, journalism, basic experience in first aid is an asset;
- 3-5 years of experience in a humanitarian field, law, communication, information, journalism, publishing or similar position;
- Conversational in English and Dinka; Arabic is an asset;
- Intermediate level in computer skills: Word, Excel, Power Point, email, internet;
- Skilled in the following competencies: Team Work; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Networking & Communication; Representing the ICRC; Planning & Organization;
- Very good knowledge of ICRC mandate and activities and basic understanding of IHL;
- Good knowledge of geographically assigned environment;
- Readiness to spend 50-75% of the time in the field.

Interested candidates should submit their application clearly marked "**Cooperation Field Officer – Rumbek**" (including C.V. written in English and copies of certificates) at latest **Tuesday, 9<sup>th</sup> February 2016** to **The Administrator**;

either At the ICRC reception : **Juba, Wau, Rumbek and Bor**  
or by email to : **jub\_hr\_services@icrc.org**



**Only short-listed candidates will be contacted. Application files not retained will not be returned.**