

Vacancy Announcement

Risk Education Officer (01) for DCA's South Sudan Country Office

DanChurchAid (DCA) is looking for an experienced **Risk Education Officer**. The position is a six-month position with the possibility of extension for another period based on performance and donor funding. The Risk Education Officer will be based in Juba with 90% field travels.

DCA is working with local partners in South Sudan to assist the poorest of the poor with a focus on protection, combating hunger, working for peace and conflict mitigation and the safe removal of explosive remnants of war (EWR).

In DCA we strive to secure high-quality standards for both our programme and support staff. The aim for our staff is to maintain a smooth running of the DCA Office with accountability, professionalism and staff welfare as a priority; creating an efficient, open and inspiring work environment for all.

The **Risk Education Officer**, in close collaboration with Risk Education Coordinator, s/he will be responsible for ensuring that all Humanitarian Mine Action, Risk Education team and UNICEF Partners work to a high standard and that all Risk Education activities are implemented in a timely and quality manner. S/he is expected to Monitor all activities and be responsible of managing DCA Risk Education and UNICEF partners in South Sudan.

The main responsibilities of the **Risk Education Officer** include but are not limited to the following.

Supervision and coordination of RE staff and activities entails:

- Conducting trainings to UNICEF Partners, Mine risk education teams, in accordance with South Sudan National Technical Standard Guidelines,
- Assisting in the recruitment and training of Risk Education/Community Liaison staff in South Sudan
- Assisting in the deployment of RE/CL in support of DCA's HMA programme in coordination with the RE Coordinator/SCA and the Operations Manager
- Undertaking on-going capacity building of the RE Team Leaders and RE Assistants to improve on reporting and overall implementation of project activities
- Ensuring that all RE teams reach their outputs as specified in their grants/donor contracts
- Assisting in developing RE materials, in accordance with South Sudan NTSGs and DCA HMA SS SOPs, to ensure consistent and culturally appropriate messaging
- Preparing Petty Cash requests and checking the Advance Analysis at the end of each month
- Ensuring that the RE teams are accountable in terms of issued equipment, including checking vehicle and generator log sheets, checking that vehicle and other repair requests are submitted in a timely manner etc.

Quality Assurance (QA), Quality Control (QC) and reporting entail:

- Developing and implementing M&E on all activities to ensure that DCA's RE project remains effective and has the greatest impact
- Monitoring and reporting on activities internally; undertaking regular QA of the RE teams and undertaking QC of reports submitted by the RE teams
- Producing monthly reports and submitting to UNMAS, UNICEF and others as per agreed timetable

Approved
Haa



- Updating the Project Output Tracker and submit to RE Coordinator at the end of each month
- Ensuring that all data from the RE activities are entered into the OPS database on intervals agreed with the HMA Head of Operations
- Assisting in developing case studies on impact of programme activities for donors and media purposes
- Ensuring that pre- and post-clearance impact assessments are carried out to a high quality and in accordance with DCA HMA SOPs

General

- Work within the framework of DCA's core values, promoting its ethos and mission statement.
- Ensure familiarity and work within the framework of the NTSGs, DCA HMA SOPs and all DCA policies and procedures.
- Work as part of a team and liaise with UNMAS, NMAA, UNICEF and other organisations to ensure effective communications across the relevant actors.

We are looking for a colleague with the following qualifications:

- A minimum of Diploma required, but Bachelor Degree in any relevant field required.
- At least 3 years of wider experiences with national/international organisations and government institution;
- Experience with training and risk education;
- Very strong communication skills (oral and written English);
- Experience with monitoring and reporting;
- Accredited in risk education by UNMAS desirable;
- A team player with an open, compassionate, humorous disposition;
- Flexible, patient and persistent personality;
- Very strong computer skills, especially Excel, Word, Power Point, Outlook, etc.;
- Candidate ready to embrace the four DanChurchAid values of **compassion, proactive, responsible, and respectful.**

DCA is an equal employer and we encourage women to apply and a South Sudanese will be preferred for the position.

Interested candidates should submit a cover letter and CV to ssk.recruitment@dca.dk. Mark "**Risk Education Officer/candidate's surname**". The deadline for applications is **March 15, 2018**. If this is not at all possible an application can be submitted by hand at the DanChurchAid Office Compound in Tongping opposite office of the political parties.

Please note that no material or documents handed over to DanChurchAid will be returned to the applicant upon termination of the recruitment process.