



ICRC

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



JOB ADVERTISEMENT **RESTORING FAMILY LINKS FIELD OFFICER 2** Based in Juba for the Equatoria Sub Delegation

The **International Committee of the Red Cross (ICRC)** is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

The RFL Field Officer 2 contributes to the implementation and monitoring of ICRC Restoring Family Links (hereafter RFL) activities.

Main Duties and Responsibilities:

- Under the supervision of the Field Delegate, implements the RFL activities in the Equatoria, (i.e. phone calls, tracing cases, RCMs, RFL for vulnerable persons and unaccompanied/separated children, coordination with other Child Protection actors etc.) and other assigned areas.
- In close coordination with the delegate in charge of the Area, attends the relevant meetings and keep the JUBA RFL coordination team updated.
- Maintains an overview of the RFL needs and contributes to the analysis of the RFL team and other assigned areas.
- Ensures a regular follow-up of all cases active in his/her Area of Responsibility (AoR). Reviews the caseload and sends reminders to the field teams.
- Under the supervision of JUB RFL Coordination team and in coordination with Field team leader, establishes and maintains contacts with relevant interlocutors and stakeholders in his/her AoR (i.e. MoSW, RRC, UN agencies, CP actors community leaders, civil society organizations, other relevant civilian and government institutions).
- Receives, processes the new cases and ensures the follow-up of cases collected in the areas that he/she has been assigned by the RFL department.
- Liaises with Child Protection actors in the field. Represents the ICRC in Child Protection meetings and is able to report on all matters of interest.
- Registers vulnerable children, opens tracing requests, and organizes family reunifications related to his AoR and when required in other areas.
- Contributes to the design and implementation of RFL projects
- Uses Prot6 database in a regular manner, enters cases and identifies cases not treated for further actions for the relevant field teams.
- Ensures appropriate information flow and storage of information: maintains proper filing, prepares correspondence, photocopying, scanning.
- Participates in the RFL emergency responses with the support of Juba RFL coordination team in assigned areas and depending on the needs.

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



- Answers calls, receives or visits beneficiaries when needed and provides them with the needed assistance according to the delegation's policies and criteria.
- Participates to the discussion linked to the RFL objectives in Equatorias for ICRC and for the SSRC. Prepares and organizes a field trip to follow up specific RFL cases. Prepares field trip report afterwards stressing the results of the field trip.
- Provides regular updates and analysis on issues concerning RFL, such as movements of population, means of communication, child protection issues...

Minimum required knowledge & experience:

- Bachelor Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- Additional vocational training in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- 3-6 years of experience in a humanitarian area, socio-economic development, humanitarian law, human rights or similar position
- Fluent in English and Arabic (knowledge of any other local language will be an asset)
- Good level in computer skills
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Good knowledge of geographically assigned environment
- Flexibility to work in the field (at least 50% to 60% of his/her time).
- Very Good writing and reporting skills.

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Restoring Family Links Field Officer 2 - Based in Juba for the Equatoria Sub Delegation**" (including C.V. written in English) and copies of certificates at latest **Friday, 25th January 2018** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: jub_recruitment_services@icrc.org



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