



Hai Mission, Bari Parish Road, Juba, South Sudan  
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## Job Vacancy

Job Title	Case management assistant
Country Programme	South Sudan
Location of position	Juba Office
Position Report to	GBV/Child Protection Officer
Position open for	South Sudanese
Desired start Date	January 31 <sup>st</sup> 2018
Closing date for application	December 10 <sup>rd</sup> 2017
No. of positions	12

### Organization background

The Confident Children out of Conflict (CCC) is a national organization founded in 2007 as a response to the needs of orphaned, other vulnerable street children and young adult women. Many of these children were staying at the cemetery sites, salakana, gumbo, rakubas, Mahad, Lologo, Korbou..

CCC provides 100 Children with shelter, food and clean water and education and another 766 children at community settings to go to school. These kids are here to be helped to develop, go to school, and learn some entrepreneurship skills in order to help themselves, their families and community at large. Without this care, these children would remain on the streets, unproductive, exploited sexually, subjected to early marriages, child labour, trafficking and all sorts of Gender based violence.

### Case Management Assistant (CMA)

#### Overall role

Responsible for assisting the Case Manager in conducting follow-ups and referrals to services, monitors and coordinate referral pathway with partners and beneficiaries, ensure information updates and adhere to confidentiality.

#### Major Roles and Responsibilities

- Identify and assess eligible beneficiaries for project activities;
- Responsible for conducting follow-ups and referrals to services providers using applicable tools;
- Guarantee constant follow-up on cash for documentation cases;
- Assist the CM in monitoring and provision of services and closure of cases;
- Assist the CM to provide accurate and detailed legal protection counseling services;
- Deliver updated information sessions and individual counseling to the project beneficiaries;
- Support the monitor pathways by working closely with Field Officers;
- Support the day-to-day data collection and data entry of field outcomes;
- Participates in field mapping exercises and be aware of changes to NGO community;
- Coordinate referrals pathways with partner agencies of project beneficiaries;
- Ensures protection mainstreaming in field activities, including identification of cases for referrals;
- Share trends and observations from the field;



- Commit to a strict adherence to the principles of confidentiality and always acting in the best interests of the beneficiaries.

#### **Monitoring and Reporting**

- Contribute to the monthly, quarterly and annual Confident Children out of Conflict narrative reports for the project to be submitted to CM.
- Communication and Coordination and Network
- Actively participate in base meetings as per CM requests;
- Inform the CM about any challenges, difficulties and concerns in the implementation of activities or issues in the social context that you face;
- Comply with CCC policies and practices with respect to code of conduct, health and safety, equal opportunities and other relevant policies and procedures;

#### **Perform any other task given by immediate supervisor.**

If you meet the above mentioned requirements, please submit a cover letter indicating daytime contact numbers, copies of your updated CV, South Sudanese Nationality ID Card or passport, Birth Certificate, Academic Certificate, addressing to Human Resource, Department of CCC. If you are submitting your application through email, please submit to [hemurboro@gmail.com](mailto:hemurboro@gmail.com)  
Hand delivered applications should be submitted to CCC Juba Office at Hai Mission, Bari Parish Road, and Juba Town- JubeK State

Closing date for all applications is December 6<sup>th</sup> 2017

**We appreciate your applications; however, only shortlisted candidates will be contacted for interviews.**

**Female candidates are encouraged to apply**

