

Vacancy Announcement

Team Leader - Risk Education (01) for DCA's South Sudan Country Office

DanChurchAid (DCA) is looking for an experienced **Team Leader - Risk Education**. The position is a six-month position with the possibility of extension for another period based on performance and donor funding. Duty station will be roving/field.

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 **Team Leader - Risk Education**, is responsible for managing the assigned Risk Education (RE) team members and working in a participatory manner with community, local authorities and NGO representatives to deliver Risk Education and Armed Violence Reduction (AVR) messages. The Team Leader will gather, disseminate and document information on the presence and impact of explosive remnants of war and small arms and light weapons (SALW). The Team Leader - Risk Education also liaises with appropriate stakeholders and partners to ensure project objectives are fulfilled.

The main responsibilities of the **Team Leader - Risk Education** include, but are not limited to the following.

- Ensuring all the team members are fully conversant with and conform to DCA Standard Operation Standards, principles and processes;
- Reporting to the RE coordinator of any breaches of SOPs, principles and process
- Managing all staff members assigned to his/her team in accordance with DCA practices, National Staff Handbook and HR policy;
- Assigning and deploying work to team members at the beginning of each working day and ensures team members are fully conversant with their duties
- Controlling and checking activities and work conducted by the team members
- Identifying needs for refresher trainings and additional qualifications
- Ensuring high standards of RE are maintained, in accordance with DCA SOPs, NTSGs and International Mine Action Standards (IMAS)
- Liaising and gathering information using interviews, meetings, community mapping and other participatory activities from a wide variety of sources (e.g. communities, local authorities, other NGOs)
- Working with other technical staff to design and field test appropriate data collection materials and resources
- Collecting accident data and identifies victim assistance facilities, through liaison with the community, hospitals, health clinics, and other NGOs
- Documenting daily activities, and completes RE session reports, hazardous area (HA) reports, and victim reports in IMSMA format on a daily, weekly and monthly basis as required
- Submitting all reports on a timely basis as directed by line manager(s)
- Recording the impact of DCA's work and the need for future work through the collection of case studies, photographs, needs assessments and evaluation reports

- Liaising with local authorities and local communities to inform them of the team work plan and results of operations in the village
- Completing and checking the team reports before sending to the RE Coordinator
- Ensuring that the RE team has sufficient material supplies and submits purchase/stock requests in a timely manner
- Identifying the logistical requirements for proposed field deployments, and ensures that all required materials, resources, equipment and supplies are packed, stored and well maintained
- Logging and reporting on faulty or missing equipment to line manager(s) on a daily basis
- Each working day accounting for all team equipment and records and reports any losses or damages to the RE Supervisor;
- Timely submitting requests for repairs to the Prolog unit;
- Alerting the line manager(s) at least 4 weeks in advance of the expiry of any tasking order, permit, license, documentation or certificate
- Maintaining the team spirit and undertakes his/her role and duties with a positive attitude, commitment and due diligence
- Undertaking any other duty that may be assigned by the line manager(s)

We are looking for a colleague with the following qualifications:

- A minimum of secondary education required, but Diploma in any relevant field is required.
- At least 2 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);
- Accredited in risk education by UNMAS desirable;
- A team player with an open, compassionate, humorous disposition;
- 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 "**Team Leader - Risk Education/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.