



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: MBN-2019/20/2/4

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in grater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title	MRE Assistant – One Position
Report to	MRE Team Leader
Duty Station	Maban
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as Possible
Eligibility	South Sudanese National Only
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	29 th March, 2019

Purpose of the post

The MRE Assistant takes active role in all mine risk education matters concerning DDG MRE field operations under the management of the team leaders or technical field manager.

Responsibilities and Tasks

- Take part in daily meetings of the team to plan operational activities of the day.
- Report on MRE/CL materials and equipment to the MRE/CL Team Leader.
- Make sure that all equipment and materials to be used during presentations are available and organised before start of presentations.
- Take an active role in MRE presentations to the community or organisations
- Familiarize yourself with the MRE DDG SOP and the material used for teaching MRE
- Assist fellow team members in handling and showing of materials during presentations.
- Assist fellow team members in giving out pamphlets.



- Be fully aware and involved while colleagues are presenting and assist in making sure that participants' needs are met.
- Take an active part in Community Liaison in addition to the MRE
- You will also be part of team to form Impact Monitoring assessment team.
- Be always aware of participants during CL activities and observe proceedings to ensure that all information is noted and recorded.
- Assist Team Leader in all preparations and activities.
- Assist with liaison duties between DDG and local authorities.

PERSON SPECIFICATION

Qualifications and Experience

- Candidate should have a minimum of 2 years work experience in relevant field with International Non-Governmental Organization on similar role

Education:

- High School certificate

Languages

- English – Basic
- Arabic – Fluent
- Nuer – Native speaker

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, National ID card and academic documents to Human Resources Department through jobs.southsudan@drc-ssudan.org or submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office or DRC-DDG Office in Maban on email hrofficer.mab@drc-ssudan.org

Further information

Title of the position/vacancy number **MUST** be clearly marked in the application and on envelop.

Gender Equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date. We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/>

