

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No: RUW/2016/9/28/012

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 Ruweng State and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$20m+ programme in 2016, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title	CAMP MANAGER
Report to:	AREA MANAGER
Duty Station:	PAMIR
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	11 th October 2016; 5:00 PM EAT

Purpose of the post

The Camp Manager is expected to support Area Manager in over sight in all camp management related activities.

Responsibilities and Tasks

To achieve the objectives of the position, the Camp Manager will perform the following tasks under 6 key responsibilities or functions.

A. PROMOTE BENEFICIARY PARTICIPATION IN CAMP AFFAIRS

- Create awareness to the population on democratic representation and facilitate elections of camp leaders and representatives.
- Facilitate establishment of camp committees whose members are representative of the camp population, with a specific technical or cross-cutting sector focus and cutting across agencies. Protection, Shelter, WASH, etc. and ensuring that representation takes into account Persons with Special Needs –Elderly, Youth, Living with Disabilities, etc.



- Facilitate and coordinate formal meetings and dialogue sessions with both community representatives and elected leaders.
- Develop the capacity of camp leaders, committee members and Interest groups through training, Focused Group discussions, peers sessions and dialogue sessions.
- Ensuring that camp management feedback procedures and complaints mechanisms are in place, and forums are developed for the camp population to contribute and be listened to.

B. PROMOTION AND FACILITATION OF CAMP SERVICES

- Facilitate the establishment of and support the running of Youth Recreational Activities including sports.
- Promote and facilitate community development and enjoyment Cultural Activities
- Facilitate peace and reconciliation initiatives among camp residents and/or camp residents and host community.
- Coordinate in General Food and NFI distribution as may be required
- Facilitate communities in conducting peaceful burials for their departed family members and loved ones.
- Facilitate community celebration and enjoyment of global events and public events
- Encourage community self -sustenance through neighborhood watch schemes, care groups for persons with specific needs and promotion of Income Generation Activities

C. MONITORING AND COORDINATION

- Ensure gaps in assistance to beneficiaries are filled and avoid duplication of activities by conducting regular and systematic monitoring of service delivery in the camp, drawing the attention of stakeholders and partners to overarching needs.
- Conduct service monitoring across sectors in the camp to gain and share a holistic understanding of services and standards in the camp.
- Work with the CCCM cluster lead to advocate for adherence to agreed upon minimum standards of services among stakeholders and partners.
- Identify and formalize roles and responsibilities between agencies providing services in the camp as a crucial function to addressing gaps and helping to avoid misunderstandings.
- Reporting to and coordinating with the CCCM Cluster Lead
- Working with integrated missions (such as UNMISS) through the Refugee Coordinator or Civil Affairs Department

D. MANAGING INFORMATION AND FACILITATING COMMUNICATION

- Receive, conduct and/or facilitate registration of new arrivals in the camp (or validation of existing residents) in order to provide baseline information on the characteristics of the population to inform, additional assistance programs and the effective coordination of distributions.

Liaise with Protection Department to identify and register people with special needs (child headed families, unaccompanied orphans and minors, the elderly, people living with disabilities, etc.) in order to facilitate their timely and convenient access to services.

- Liaise with CCCM Sector Lead, UNHCR/OCHA and Local Authorities in establishing and maintain an up to date camp population database reflect births, deaths, arrivals, departures and other fluctuations in the population.
- Operate information dissemination boards and other channels of communicating information between agencies and the camp residents.
- Coordinate with other camp partners including Inter-news radio on dissemination of public announcements and messages.

E. CAMP PLANNING AND MAINTENANCE OF CAMP INFRASTRUCTURE

- Oversee the installation and/or maintenance of DRC operated structures such as reception centres, community centres, access bridges, and play grounds.

- Liaise with Shelter Sector in site planning and demarcation of residential blocks and institutional facilities such as schools and hospitals. Where another agency is responsible for general infrastructure development such as civil works, drainage and waste disposal facilities, roads and institutional facilities, the camp manager shall liaise with the counterparts in planning.
- Coordinate with UNHCR and the Local Government department on Environmental protection matters in and around the camp.

F. ADMINISTRATIVE, FINANCE AND PROCUREMENT FUNCTIONS

- Supervise camp management team of contracted staff, refugee incentives and casuals, ensuring effective staff deployment, performance planning and appraisals for supervisees.
- Disburse and track expenditure of camp management budget component, flagging any over and under expenditures in a timely manner.
- Prepare project procurement plans and order for materials in a timely manner.
- Manage casual staff contracts and camp service contracts.
- Coordination with counterparts in sister agencies and UNHCR/OCHA

I. REQUIRED COMPETENCIES

To be successful in this role you must have.

- Post-graduate degree in political/Social Sciences, Management, development studies, Inter-national development or equivalent degree qualifications; Undergraduate with extensive experience could substitute.
- At least 3-5 years camp management experience of which at least 2-3 years should be at national level and in South Sudan or in geographic and a conflict context similar to South Sudan
- Excellent human resource management skills, interpersonal skills, cross-cultural communication and ease in managing a multi-ethnic team. Patience and understanding to work with and grow the capacity of national staff.
- Ability for rapid analysis of very complex issues, strong decision-making, and translation of programmatic learning and priorities into operational strategies
- Experience delivering programs to tight deadlines
- Experience with budget management and procurement planning
- Experience with systems and concepts for monitoring and evaluating project performance
- Good Computer and IT skills, fluency in written and spoken English with excellent writing skills
- Ability and willingness to work in remote and isolated location with ever changing security scenarios

II. DESIRABLE QUALIFICATIONS

- Additional Training in CCCM
- Good understanding of SPHERE Shelter and NFI guidelines
- Knowledge of local governance in post-conflict contexts, and of gender and inclusion strategies
- Prior experience in South Sudan an added advantage
- Self-motivated and able to work with a minimum of guidance and supervision

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org copying finance.officer2.unity@drc-ssudan.org

OR
Submit your hard copy application to the Human Resource/Finance department to the attention of Finance officer, DRC-DDG Office in Ajoungthok

The position/vacancy number **MUST** be clearly mark in the application and on envelop.

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://www.southsudangoforum.org/boards/index.php?board> for other suitable opportunities.

