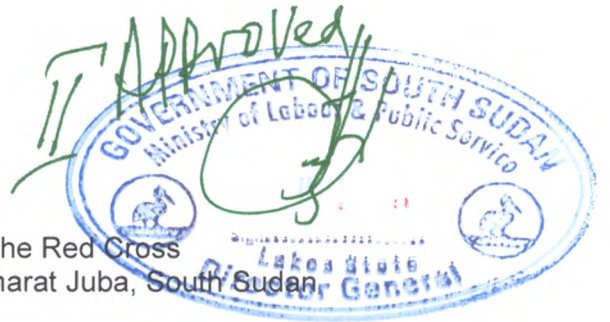




ICRC

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



JOB OPENING PHYSICAL REHABILITATION FIELD OFFICER III Based in Rumbek

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position.

Main Duties and Responsibilities:

- Coordinate the patient flow at the PRC RUB from different referral resources; liaise with ICRC RUB for patient transport
- Organize patient pickup to and from Airport in cooperation with RUB/Welcome or RUB/Air-ops
- Collect invoices and ensure correct billing for patient transport related to referrals
- Reimbursements of the beneficiary transport for the service seekers who come on self-referral
- Follow-up of patients after discharge and beneficiaries of social inclusion activities
- Organizes all logistical issues regarding orthopaedic material (RO, delivery of the material, stock management, inventory, etc.) in cooperation with the Log Department and PRP Juba
- Works closely with the PRC's store keeper to ensure good stock management including recording, organization procedures and annual inventory
- Supports the Log Purchaser for local material purchase in order to ensure the needed quality is respected
- Provides references and guidelines to orthopaedic material purchased on the local market
- Follow-up on the quality of services provided by catering- and cleaning services
- Develop & monitor Patient Management System in cooperation with PRC staff
- Periodical market assessment for food and transport expenses of the project; Forward the staff attendance/absence to Juba PRP for payment of performance fee
- Maintain and promote good communication with the PRC staff and management
- Ensure respect of employment conditions in cooperation with the PRC Manager; represent the ICRC with regard to its PRP activities
- Liaise with the SSRC in promoting PRP activities, streamlining the referral network/patient transport
- Develop and maintain regular contact with local interlocutors (Civil Society, I/NGOs, Associations, etc.)
- Assist the PRP mobile staff in meetings with the Authorities
- Develop and update contact list with all relevant partners/interlocutors; compile the monthly statistical report and weekly operational report (WOR) for PRC RUB: Contribute to monthly/quarterly reporting; compile MoMs, etc
- Participate in planning and conduct of field trips for patient referral/dissemination in cooperation with PRP mobile staff and other ICRC delegates
- Contribute to the development of PRP activities in cooperation with the PRP mobile staff
- Participate in regular meeting activities (PRP and ICRC Office); channel all relevant information related to PRP activities

Minimum required knowledge & experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent
- 4 years of experience in a similar field/position
- Good spoken and written English, conversational in Dinka and Arabic
- Intermediate level in computer skills, in particular MS Word and Excel
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Team leader
- Good knowledge of geographically assigned environment
- Driving License; Succeeded in ICRC Driving test

Interested candidates should submit their application clearly marked "**Physical Rehabilitation Field Officer III**" (including C.V. written in English) and copies of certificates at latest **Monday, 31st July 2017** to the HR Manager.

either: At the ICRC reception in **Juba, Wau, Bor, and Rumbek**
or By email to: jub_recruitment_services@icrc.org

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