



ICRC

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

JOB ADVERTISEMENT RESTORING FAMILY LINKS (RFL) FIELD OFFICER 2 Based in Bor

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 13,000-field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are currently more than 700 ICRC staff working in Bentiu, Bor, Equatorial, Juba, Malakal, Rumbek and Wau. The ICRC is looking for an enthusiastic and motivated person for the above-mentioned position.

ICRC is an Equal Opportunity Employer giving the highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

- The RFL Field Officer 2 contributes to the implementation and monitoring of ICRC RFL activities.

RELATIONSHIPS

- Internally, interacts with stakeholders on matters related to RFL.
- Externally, interacts with a network of contacts at local level, such as various authorities, civilian population, etc., under the supervision of the line manager (subject to staff risk management);

Main Duties and Responsibilities:

- Implements Restoring Family Links (RFL) activities under the supervision of the line manager;
- Contributes to the analysis of the security, socio-economic, cultural and political environment relevant to the ICRC and shares relevant information with relevant team members, reports any change in the situation.
- Collects, compiles, translates Restoration Family Links related information (with appropriate care for staff risk management).
- Analyses and contributes to written internal reporting and programmatic activities (institutional exercises).
- Contributes to meaningful internal and external meetings (preparation, participation, reporting and follow up).
- Organizes the sustainability and the institutional filing of her/his work.
- Maintains and develops a network of relevant interlocutors (i.e. from civil society organizations, community leaders, humanitarian organizations, and civilian and government institutions).
- Updates the Protection list of interlocutors in his/her Area of responsibility (AoRs) regularly.
- Collects and shares information to improve the ICRC's understanding the environment and identify humanitarian trends and response.
- Systematically reports on political and security developments in the Sub Delegation.
- Prepares written reports on the activities, including contributions to various ICRC reports i.e. weekly highlights, statistics on Restoring Family Links activities in his/her AoRs.
- In close coordination with the partnership delegates, maintains regular contacts with South Sudan Red Cross (SSRC) branch RFL officers and carries out relevant RFL activities in the Sub delegation.
- Contributes to fostering a positive relationship between the ICRC and SSRC HQ and in his/her AoRs, based on information sharing.

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

- Ensures appropriate information flows and storage of information: maintains proper filing, prepares correspondence, photocopying, scanning.
- Participates in the Restoring Family Links (RFL) emergency responses with the support of Juba RFL coordination team in assigned areas and depending on the needs.
- Answers calls, receives or visits beneficiaries when needed and provides them with the needed assistance according to the delegation's policies and criteria.
- Receives, processes the new cases and ensures the follow-up of cases collected in the areas that he/she has been assigned by the RFL department.
- Liaises with Child Protection actors in the field. Represents the ICRC in Child Protection meetings.
- Registers vulnerable children, opens tracing requests, and organizes family reunifications related to his/her AoRs and when required in other areas.
- Regularly monitors the RFL activities in the Bor. Coaches and supervises the SSRC RFL volunteers in his/her AoR for the quality provision of RFL services.
- Regularly organizes and participates in coordination meetings with the SSRC branch RFL officers.
- Prepares Prot/RFL requisition orders and follows up with logistics whenever required.
- In close coordination with the delegate in charge of the AOR, attends the relevant meetings and keep the Juba RFL coordination team updated.
- Maintains an overview of the RFL needs and contributes to the analysis of the RFL team and other assigned areas.
- Ensures a regular follow-up of all cases active in his/her AoR. Reviews the caseload and sends reminders to the field teams.

Education and experience required

- University degree or relevant professional experience;
- Fluent in English and Arabic (knowledge of any other local language will be an asset)
- Computer literacy;
- 3 years previous experience for instance as social political economic science or similar fields
- 1-2 Previous ICRC or another humanitarian agency experience desired;
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics.
- Good knowledge of geographically assigned environment;
- Flexibility to work in the field (at least 60% to 70% of his/her time);
- Very Good writing and reporting skills;

HOW TO APPLY

Interested candidates should submit their application clearly marked "**RESTORING FAMILY LINKS (RFL) Officer 2 - Bor**" (including C.V. written in English) and copies of certificates at latest **Wednesday, 12th June 2019** to the HR Manager.

either: At the ICRC reception in **Bentiu, Bor, Equatorial, Juba, Malakal, Rumbek and Wau**

or By email to: brx_recruitment_services@icrc.org

Approved
Penhij 24/05/2019
D/S/G MLFS



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