



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2019/5/2/1

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 Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and 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	Data Clerk
Report to	Protection Monitoring Officer
Duty Station	Juba - Roving
Contract Type	Fixed-term with possibility of extension depend on funding availability
Eligibility	South Sudanese Only
Employment Start Date	As soon as possible
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	22 nd February, 2019

Purpose of the post

The Protection Data Clerk (PDC) will work from the mobile protection desks to assist the M&E Officer in collecting and inputting data into the protection databases. The Data Clerk will join a busy team to provide an efficient data entry service and clerical support for specific protection missions and cases. The Data Clerk will have competent IT and data entry skills and office experience as well as a high level of attention to detail, effective organizational and communication skills (both written and interpersonal) and experience of providing excellent client service.

Responsibilities and Tasks

- Ensuring that the data recorded on the data collection forms is entered onto the specific database completely and accurately and within one week of receipt.
- Identifying any problems with the database and taking appropriate action in discussion with your line manager



- Ensuring that the on-going trial reports for the specific trials or research projects are kept up-to-date
- Maintaining adequate records, keeping an up-to-date filing system
- Ensuring that appropriate security measures are taken to prevent an authorized access to data, in accordance with DRC policy and guidelines
- Taking brief notes at project team meetings
- Assisting the protection team with data collection in and out of POC
- Photocopying documents for dissemination / circulation
- Translation from Arabic to English
- Perform any other duties as requested by Protection Officer and Protection Manager.

PERSON SPECIFICATION

Qualifications and Experience

Essential

- Completion of Secondary School or equivalent
- Previous experience in community-based activities including mobilization, awareness campaign or any other activity that included the involvement of the community members and/or leaders
- Basic knowledge and understanding of human rights and protection principles
- Fluency in English and Arabic required

Desirable

- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Commitments to human rights and protection principles

Education

- Good English writing and organizational skills
- Works collaboratively with team members to achieve results
- Remains productive when under pressure with the ability to prioritize effectively and respects and adheres to deadlines

Desirable

- Developing training materials and experiences in the past of carrying out and supervising trainings at different scales with different partners
- Strong relationship building / interpersonal skills
- Basic security and communication training
- Positive attitude
- Energetic and interested

Languages

- English
- Arabic

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 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. Female candidates are encouraged to apply.

Title of the position/vacancy number MUST be clearly marked 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.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

