



Date: 3rd March 2017

ISLAMIC RELIEF WORLDWIDE: SOUTHSUDAN OFFICE

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Toward the recent emergency crisis and a need for a humanitarian response, IRW has been preparing its Emergency response plans in ensuring that our Humanitarian response reach hundreds and thousands of South Sudanese people, we ensure that vulnerable people's lives are saved and dignity protected. IRW aim to increase its surge capacity therefore plans to recruit the following position as funds are being secured and response plans being activated.

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in either **WAU/JUBA/YEI/KAJO-KEJI** as projects funds are being secured.

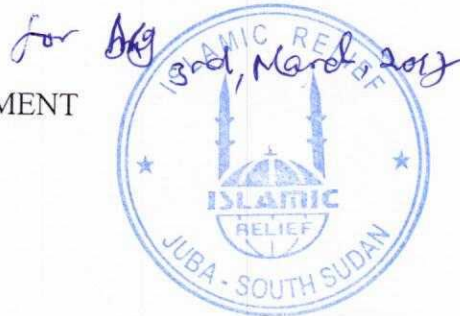
- Emergency Response Coordinator (1)
- Monitoring Evaluation and Learning (MEAL-O) (1)
- Medical Officer (1)
- Emergency Nutrition officer (1)
- Senior Programme Officer (1)
- Food Field Monitors/Technicians (6)
- Cashier (1)

The detail Job description/job details can be accessed through the following link:
<http://iawg-africa.org/jobs-vacancy/islamic-relief-vacancies-south-sudan>

If you are interested, and you think you have relevant work experience and expertise required and ready to work with IRW in saving lives, kindly submit your application and all other supporting requirements through the email indicated: IRSS.Recruitment@islamic-relief.or.ke

All application should be received with the indicated deadlines of 15th MARCH, 2017

IRW-SOUTHSUDAN –HR DEPARTMENT





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Emergency Response Coordinator
- **Job location:** WAU/JUBA-(management can change the position based on the need)
- **Interviews will be done in IRW JUBA Office**

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in **WAU/JUBA/YEI**

Position: Emergency Response Coordinator (ERC)

Job Purpose: The overall objective of this position is to ensure that emergency preparedness, response and recovery plans for IRW-SS are in place and kept updated as per the objectives of the Country Strategic Plan; and that emergency response activities are implemented in line with the overall country programme. The position also manages/oversees the implementation of emergency response projects and manages emergency staff. The initial rapid deployment will be in WAU or YEI.

Requirements

- Bachelor's Degree in Development Studies, Humanitarian Response or a related subject
- At least 5 years professional experience with a humanitarian agency and in complex emergencies
- Good managerial and leadership skills, ability to work effectively with people
- Experience of designing, carrying out, analyzing and reporting on multi-sectoral emergency assessments.
- Experience managing complex emergency response programmes through both direct implementation and through local partner organizations.
- Experience of incorporating key cross-cutting approaches (especially equality, protection and HIV&AIDS) into humanitarian programmes.
- Experience of managing people and projects through remote management.
- Able to provide training on and implement Red Cross Code of Conduct, SPHERE and HAP standards.
- Experience Knowledge on DEC, and START Fund procedures

If you are the right candidate for the above role and can clearly demonstrate your ability to meet the qualification given, submit your application and detailed CV to IRSS.Recruitment@islamic-relief.or.ke by closing date of **15th of March, 2017**



All candidates who are short-listed for a first round interview will be notified via email after the application deadline **OR** Due to the urgency of this position, applications will be short listed on a regular basis and we may offer posts before the closing date





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Monitoring, Evaluation, Accountability and Learning Officer (MEAL-O)
- **Job location:** WAU/JUBA-(management can change the position based on the need)
- **Interviews will be done in IRW JUBA Office**

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

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Job purpose

The MEAL-O will lead Islamic Relief programme Results, Performance and Learning work. The M&E Officer will report to the HoM but work closely with the Regional Desk Coordinator based in Nairobi and other programme team in the field. The officer is responsible for collecting results, reporting and performance management, supporting evaluation processes, supporting field officers on results management, as well as collating and disseminating learning to inform programme adaptation.

Roles and Responsibilities

1. Support the programme team in conducting context monitoring on key programme indicators.
2. Aggregate data from programmes for reporting.
3. Verify data and results from partners through data reviews, checks and field visits.
4. Conduct regular field visits and provide feedback on findings.
5. Support the programme coordinators, senior officers to undertake capacity assessments and capacity building activities on monitoring, evaluation and learning.
6. Manage data through a data management system designed by the programme.
7. Review quarterly technical reports of IRW projects and programmes and provide appropriate comments and recommendations.
8. Perform any other monitoring, evaluation and learning duties as may be required and assigned by the HoM.

Education and Experience:

- The candidate will have: -3+ years' experience in M&E and accountability on donor programmes in South Sudan.
- Experience and knowledge of DFID, EU, ECHO, USAID, BMZ, UN agencies funded programmes.
- Understanding of Emergency programming is desirable.
- Knowledge on M&E system design and implementation experience.



- Knowledge and expertise on Field data collection and management experience in SS
- Experience with management information systems/databases.
- Report writing skills
- Knowledge in monthly statistical programmatic bulletin/publication
- Data management, cleaning and analysis experience.
- Superior communication, interpersonal and team working skills.

Competencies:

- The candidate will demonstrate: -Bachelors degree in a related field such as Statistics, food security, social science, communication and development
- Strong capacity to implement M&E approaches on Emergency programming, specifically around WASH, FSL, NFI's, Cash programing
- Strong capacity to conduct data collection and manage field teams.
- Demonstrated experience in qualitative and/or quantitative data collection methods and tools.
- Strong financial and programme analysis, writing, and presentation skills.
- Excellent stakeholder engagement skills with partners, donors, CSOs and communities.
- Demonstrated experience conducting training and mentorship to grantees and implementing partners.

Languages:

- Written and oral fluency in English.

Interested and qualified candidates are to submit a Cover Letter and Curriculum Vitae to the Human Resources Department no later than 5p.m. on Wednesday, **15th of March, 2017**. Applications will be accepted by e-mail at: IRSS.Recruitment@islamic-relief.or.ke

- **We are looking for national candidates for the position.**
 - **Female candidates are encouraged to apply.**
- **Only short - listed candidates will be contacted.**





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Emergency Nutrition Officer
- **Job location:** YEI/KAJO-KEJI/WAU-(management can change the position based on the need)
- **Interviews will be done in IRW JUBA Office**

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in YEI/KAJO-KEJI/JUBA/WAU

ROLE PURPOSE:

The Health and Nutrition Officer will support in the Nutritional and Health management of the programme. Key responsibilities are participation in the technical assessments, collection of health and nutrition data, implementing, monitoring and reporting on the project.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess patient's nutritional status (use of available data and medical records) and understand medical status of patients and support accordingly
- Recommend appropriate nutritional interventions for the patients
- Work with other programme team and the patients families to ensure that patients receive adequate quantity and quality of food to support their recovery
- Upon discharge, assess nutritional status of recovered patients (anthropometry) refer acutely malnourished children and pregnant and lactating women to nutrition treatment programs.
- Upon discharge, provide recovered patients with nutrition support and products according to developed and agreed upon guidelines.
- Liaise with UN agencies and NGOs to ensure that discharged patients are included in food distribution, food security, and/or livelihoods programs within the camps
- Actively represent IRW in nutrition sector technical discussions, and coordination meetings including cluster coordination, and contribute to nutrition guideline development;
- Serve as IRW nutrition sector resource person, and display technical and organizational leadership in sectoral activity.
- Coordinate IRW nutrition response and recovery activities across a wide range of actors within IRW, donors, host governments, UN and NGO partners to ensure consistency of programming.
- Develop the nutrition program strategy, with support from other programme team



- Assist in development of, or provide technical review for, emergency response proposals to be submitted by IRW to ensure that proposed activities and programs align with best practice in the nutrition sector.
- Conduct or organize and lead SMART survey

Job Requirement

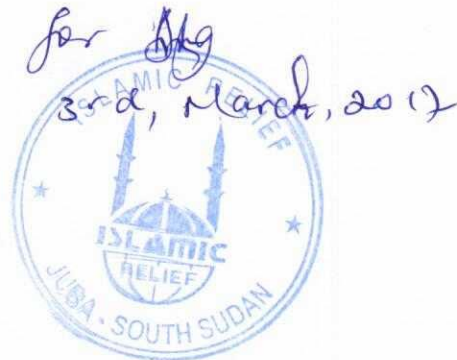
- BS in Nutrition required with 3-5 years of field experience or
- Experience in CMAM, IYCF, and nutrition in emergencies
- Skills in technical proposal writing, designing and implementing nutrition programs
- Ability to exhibit tact, diplomacy, and resourcefulness in dealing with high level officials from donor agencies, international organizations, and other foreign and domestic government officials and partners
- Excellent English written and oral communication skills and the ability to work collaboratively with other departments

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Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Senior Programme Officer (SPO)
- **Job location:** YEI/KAJO-KEJI/WAU-(management can change the position based on the need)
- **Interviews will be done in IRW JUBA Office**

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in YEI/KAJO-KEJI/WAU

Position: Senior Programme Officer (SPO)

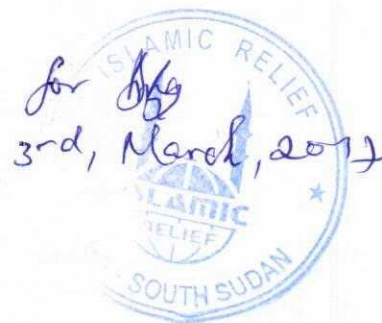
Job Purpose: The Emergency Response Project Officer will assist the Emergency Response Coordinator in the daily implementation and administration of the project.

Requirements

- Bachelor's Degree in Development Studies, Humanitarian Response or a related subject
- At least 3 years professional experience with a humanitarian agency and in complex emergencies
- Experience of designing, carrying out, analyzing and reporting on multi-sectoral emergency assessments.
- Coordination with government departments and other humanitarian actors
- Strong working knowledge of Arabic and English (spoken and written)
- Computer literate with good working knowledge of Microsoft Excel, Word, PowerPoint and Outlook
- Experience of direct implementation of an emergency response project in various states of South Sudan
- Experience Knowledge on DEC, OFDA, and START Fund procedures
- Skills and experience to manage office

Interested and qualified candidates are to submit a Cover Letter and Curriculum Vitae to the Human Resources Department no later than 5p.m. on Wednesday, 15th of March, 2017. Applications will be accepted by e-mail at: IRSS.Recruitment@islamic-relief.or.ke

We are looking for national candidates for the position.
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Only short - listed candidates will be contacted.





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Medical Officer
- **Job location:** WAU/JUBA-(management can change the position based on the need)
- **Interviews will be done in IRW JUBA Office**

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in **WAU/JUBA**

The Mobile Clinic Team Leader/Medical Doctor reports to Senior Programme Officer/Emergency Response Coordinator. This position is based in WAU but support IRW health and Nutrition work in other areas as assigned by the office.

The role of the Medical Doctor will include;

- Implement primary health care activities in identified IDP camps through PHC Mobile clinics.
- Work with Nutrition and Health officer in strengthening the nutrition work.
- Coordinate with Nutritional and Health team in strengthening of immunization and communicable diseases prevention and controlling in IDP camps area and conflicted affected communities.

Implementation of primary health care clinic in targeted IDP camps and villages

- Prepare monthly work plan of PHC mobile team to cover targeted IDP camps and villages regularly.
- Establishes clinical care of general population, women and under 5 children according to MOH protocol.
- Manage organizing of referral of life threatening emergency cases to the referral health facilities in area.
- Coordinate with Nutrition and Nurse Officers in planning for and execution of the monthly out-reach activities of Midwives, including immunization, vitamin and mineral supplementation.
- Represent as team leader of IRW mobile team to local authorities and community.
- Supervise PHC nurses, MCH nurse in their day-to-day activities and provide feedback to ensure quality work.
- Organize training sessions to PHC Nurses and MCH nurse on first aid care, systematic drugs use and other PHC clinic related topic as needed.
- Support and provide on the job training to PHC Nurses and MCH nurses as needed.
- In collaboration with other members of the health project team, participate in the design and implementation of formative assessments and baseline studies in order to identify health risks, priorities and practices among the community.

for 
3rd, March, 2017



- Manage day-to-day logistics, administration and personnel activities (including any local contracted personnel / daily labor) of mobile clinic in accordance with national laws and IRW protocol.
- Assist Senior Officer on procurement of drugs and clinic commodities.
- Provide a monthly report to Emergency Medical Coordinator, and Project Manager

Qualification

- Registered medical doctor (MBChB) with minimum 3 years' experience on primary health care settings and clinic management.

WORK EXPERIENCE AND SKILLS REQUIRED:

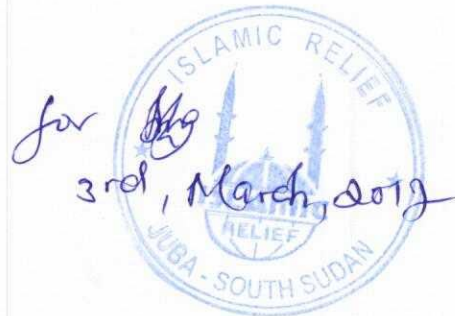
- Favorable to person with experience on medical response to disaster area, surveillance and control of communicable diseases in disaster area.
- Sensitivity to the needs and priorities of conflict-affected populations.
- Strong leadership skill and team management skill.
- Adaptable, flexible and mature in judgment.
- Good assessment, analytical, planning and reporting skills.
- Have ability and motivate to travel by boat and work long continuous days in remote villages in Rakhine coastal region.
- Good English language skill (oral and written), Local Arabic is desirable.
- Good practice on MS word and excel.
- Understanding of medical ethic and patient education and counselling.

Interested and qualified candidates are to submit a Cover Letter and Curriculum Vitae to the Human Resources Department no later than 5p.m. on Wednesday, **15th of March, 2017**. Applications will be accepted by e-mail at: IRSS.Recruitment@islamic-relief.or.ke

We are looking for national candidates for the position.

PFemale candidates are encouraged to apply.

Only short - listed candidates will be contacted.





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Programmes
- **Job role:** Field Food Monitors/Technicians (FFM/T)
- **Job location:** WARRAP, Tonj North
- Interviews will be done in IRW WARRAP OFFICE

Re: Job advertisements:

Established in 1984 in the UK, Islamic Relief (IR) is an International NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race, religion or gender

Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in WARRAP

JOB POSITION: FFA FIELD MONITORS/TECHNICIANS (4)

Duties/responsibilities

- Coordinate and monitor the implementation of the FFA at the Payams levels.
- Monitor and review the overall FFA process from beneficiary registration, selection, registration and verification, assessment of market condition, food prices and adherence to programme, data capture and reporting.
- Assist and conduct of regular meetings of beneficiaries and beneficiary' leaders and implementing partners on the commodity pipeline, distribution arrangements, food entitlements and other relevant issues;
- Assist in the implementation of the plan of action, review achievement and constraints and provide feedback accordingly;
- Report periodically to WFP on relevant events regarding food management, distribution and other related issues;
- Identify any apparent issues in the programme and report them to the appropriate personnel;
- Supervise and train other personnel as appropriate;
- Perform other related duties as required.

Qualifications & Education requirements

- **Education:** Diploma in development or social sciences, food security, Agriculture with an experience of similar work similar in South Sudan.



- Experience: At least two years of progressively responsible support in similar food distribution and other food related food for asset approaches
- Language: Fluency in oral and written communication in English, local Arabic and local language spoken in project area is an added advantage
- Knowledge: Experience in utilizing computers including word processing, spreadsheet and other software packages.

Interested and qualified candidates are to submit a Cover Letter and Curriculum Vitae to the Human Resources Department no later than 5p.m. on Wednesday, 15th of March, 2017. Applications will be accepted by e-mail at: IRSS.Recruitment@islamic-relief.or.ke

We are looking for national candidates for the position.
Preferably candidates who are residing in location or surrounding areas.

Female candidates are encouraged to apply.

Only short - listed candidates will be contacted.





Date: 3rd March 2017

ISLAMIC RELIEF: SOUTHSUDAN OFFICE

- **Job category:** Finance
- **Job role:** Cashier
- **Job location:** Warrap, Tonj North
- **Interviews will be done in IRW Warrap Office**

Re: Job advertisements:

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Applications are invited from 3rd March and closing 15th of March, 2017, from suitable candidates to fill in the position below with a base in **Warrap, Tonj North**

Cashier job description

We are looking for an accountable person to take the role of a Cashier in our office in Warrap. The main roles of this position include processing of IRW field transactions accurately and efficiently in accordance with an established policies and procedures. The successful candidate will play a fundamental role in upholding our financial compliance and management. IRW is therefore looking for a suitable person for the role of cashier.

Main responsibilities include;

- Handling cash transactions with IRW staff
- Payment of vendors and suppliers
- Scanning goods and collect payments
- Issuing receipts, refunds, change or tickets
- Ensure that all transaction are done as per the IRW internal compliance on AX system
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Requirements

- Proven working experience as a cashier/accountant with NGO's
- Basic PC knowledge and familiarity with electronic equipment (e.g. cash register, scanners, money counters etc)
- Strong communication and time management skills
- Customer satisfaction-oriented
- Attention to detail and mathematical skills
- Diploma/High school certificate



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We are looking for national candidates for the position and preferably candidates who are residing in location or surrounding areas.

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