



JOB OPENING

PROTECTION OFFICER RWENG STATE

Job Title: Protection Officer

Reports to: Area coordinator

Duty Station: Jamjang Rweng State

Action Africa Help International (AAH-I-I), an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa, seeks to qualified candidate for the position of Protection Officer for its program in Rwenge State. Under the overall leadership of the Area Coordinator.

Job Summary The primary function of this position is Management of the Transit Centre/First Level registration centre. The Position is responsible for New arrivals/Asylum seekers reception, Welfare, Safety, Accommodation, Feeding, Social and Health needs, Protection, Relocation and management of the Transit centre staff.

Summary of Duties & Responsibilities

- Manage the Transit centre and direct the daily activities of the transit centre
- Manage, supervise and assign the transit centre staff daily activities
- Receive and record the number of new arrivals
- Provide the feeding and accommodation for the new arrivals
- Take care of the social, protection and Health need to the new arrivals in collaboration with other agencies/partners
- Ensure adequate sanitation, cleanliness and conducive environment within the transit centre
- Ensure adequate safety and security of the new arrivals within the transit centre
- In collaboration with the UNHCR Protection and registration team and CRA assist in the registration of the new arrivals
- Organise of the relocation of the new arrivals and supervise the convoy movements and safety
- Keep records of the new arrivals received, accommodated and relocated
- Identify and assist or refer to the relevant agencies the new arrivals with special need

- Provide adequate social, Health and sanitation orientation for the new arrivals
- Organise the new arrivals in groups and leadership for them to participate in the provision of their services and other welfare
- Participate in the relocation of the Old refugee case load from Yida to Jamjang camps

Person specifications

- At least a diploma in Social Studies or any relevant field from a reputable institution
- At least 2 year working experience in related field

Skills and Competencies

- INGO experience is highly desirable, knowledge of local culture & language preferred though not mandatory
- A good command of both English and basic Arabic languages is a requirement
- Good knowledge and understanding of refugee protection
- Innovative and ability to learn on job
- Ability to work under hardship with limited resource and minimal supervision
- Flexibility and team work is necessary
- Candidate should be self-motivated
- Computer literate, able to use database software and Ms Office packages.
- Ladies are highly encouraged

Application Instructions

Interested candidates should email application letters and CVs (with 3 referees) addressed to recruitss@actionafricahelp.org to be received by **March 5, 2018** the email Subject Line must show the job title of the position and Location. AAH-I is an equal-opportunity employer. Only shortlisted candidates will be conducted. South Sudanese Nationals are specifically encouraged to apply.