

Approved
4/05/2017
04 MAY 2017
DIRECTORATE OF
PUBLIC SERVICE
C. E. S - JUBA

Vacancy Announcement

INTERSOS Office South Sudan / Juba

National Staff Position

Position: NFIs Emergency Response Officer (1)
Job site: Juba, with frequent field missions to deep field
Report to: NFIs Project Manager
Status: Fulltime
Start Date: May 15th 2017
Duration: Until November 30 2017

Key responsibilities:

Emergency Response Officer is part of INTERSOS team that must be ready to respond in short time to the emergencies of IDPs, Returnees and host communities.

Responsibilities/duties:

1. Participate in planning and executing activities of needs assessment, needs verification, monitoring mission, registration, distribution and Post Distribution Monitoring(PDM) on the field, using Shelter-NFI cluster-standard tool
2. Identification of beneficiary based on vulnerability criteria developed by INTERSOS for Shelter/NFI/Protection project
3. Procurement of shelter and other non-food materials from local markets, and in cooperation with logistician in Juba, from markets in Juba
4. Arrange transportation of necessary shelter/NFI items, appropriately stored and accurately recorded, by supervising labourers, maintaining contact with logistic officer INTERSOS and other organizations, if shelter materials/NFIs are not procured by local market
5. Distribution of materials, based on above-mentioned list
6. Provide technical training about how to use the items distributed
7. Effectively work together with other cluster partners in executing emergency response activities; if appropriate, lead the response on behalf of the cluster
8. Prepare activities' reports, needs verification report, distribution report and PDM report, on time after the activities' implementation, using cluster standard format
9. Support INTERSOS Logistic Officer/ Logistic Assistant, and support management of field office from logistic aspect
10. Any other task not listed above when requested by Project Manager

Qualification:

- Candidate must have secondary school education, further education preferred
- Ability in doing assessment and NFIs distribution
- Ability to write weekly and monthly reports as required
- Knowledge of protection
- Fluency in English (written and spoken), Arabic and local language are required



- Working knowledge of Microsoft Word, Excel, Internet and Outlook (please note for candidates invited for interview there will be 15 min test to proof her/his ability of using Word/Excel)
- Ability to treat all persons of concern with dignity, respect and without discrimination
- Knowledge and understanding of the people of your duty station, and familiarity with the environment
- Respect the standards of confidentiality
- Availability to move in the field in basic leaving conditions

Desired Qualifications and skills:

- Previous experience in working with UN/NGOs
- Previous experience in NFIs sector

Application procedure

Candidates are requested to send their CV and motivation letter to the INTERSOS Office in Juba (NimraTalata, Plot n. 18, Block n. 3, 3rd class) or by e-mail at: nfis.ees.ross@intersos.org and Cc nfiswash.ross@intersos.org by **12th May 2017**.

Please write in the Object or in the Envelope: "*Application for NFIs Emergency Response Officer*".

Only short listed candidates will be contacted.

Qualified Women are STRONGLY encouraged to apply

