



ICRC

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



JOB OPENING IDP ADVISOR Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Juba.

Main Duties and Responsibilities:

- Under the supervision of the Field Coordinator, monitors the general situation in Juba, particularly where the ICRC carries out humanitarian activities in response to the needs of displaced people e.g. in Juba PoC sites and other IDPs settlements in town, through various sources (civil society and humanitarian actors); Identifies potential security concerns and risks for the ICRC's staff and activities carried out in the PoC sites and other IDPs settlements.
- Establishes and develops a network of contacts within the PoC community (traditional leaders, camp leadership, etc) with a view to analyses the humanitarian situation more closely.
- Updates the Field Coordinator daily on the situation and proposes actions to be taken if deemed necessary.
- Collects and shares information to improve the ICRC's understanding about the environment, political or overall developments in the PoC and other locations relevant for the ICRC operations and identify humanitarian needs and responses.
- Under the supervision of delegate in charge of PoC affairs and DepCoProt RFL (Deputy Protection Coordinator RFL), implements the RFL activities in the Juba PoC (i.e. phone calls, tracing cases, RCMs, RFL for vulnerable persons and unaccompanied/separated children, coordination with other Child Protection actors etc.)
- In close coordination with the delegate in charge of PoC affairs, attends the relevant meetings in the PoC by the camp management or CP actors and keep the JUB RFL coordination team updated. Establishes and maintains contacts with relevant interlocutors and stake-holders in the PoC (i.e. agencies, CP actors, community leaders).
- Maintains an overview of the RFL needs and contributes to the analysis of the RFL team about the needs in the Juba PoC. Ensures a regular follow-up of all cases active in the PoC. Reviews the caseload and sends reminders to the field teams.
- Receives, processes the new cases and ensures the follow-up of cases collected in the PoC. Uses Prot6 in a regular manner, enters cases and identifies cases not treated for further actions for the relevant field teams.
- Ensures appropriate information flow and storage of information: maintains proper filing, prepares correspondence, photocopying, scanning.
- Receives or visit beneficiaries in the PoC when needed and provides them with the needed assistance according to the delegation's policies and criteria.
- Participates to the evolution and the revision of the RFL guidelines and forms.
- Regularly monitors the RFL activities and works closely with the SSRC RFL team in the Juba PoC. Coaches and supervises the SSRC RFL volunteers for the quality provision of RFL services.

Minimum required knowledge & experience:

- Excellent skills in analysis and synthesis
- Very good knowledge of security environment in Juba, especially regarding IDP communities
- Very good social skills
- High standard in dealing with confidential information
- More than 5 years of experience in a similar field
- Very good spoken and written English ;Good spoken Arabic or Nuer

Interested candidates should submit their application clearly marked "IDP ADVISOR, Juba" (including C.V. written in English and copies of certificates) at latest [Tuesday, 3rd January 2017](#)

either At the ICRC reception : **Juba, Wau, Bor and Rumbek**
or By email to : jub_recruitment_services@icrc.org

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