

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.UTY-2018/2/13/002

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 Unity and Upper Nile States including Ruweng State. Currently the South Sudan Programme works in 5 field locations in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Community Services Officer
Report to:	Camp Manager
Duty Station:	Pariang, Unity State, South Sudan
Contract Type	Fixed-term -(Short term)
Employment Start Date:	ASAP
Eligibility:	South Sudanese national only
Salary:	According to DRC DDG Salary scale
Advertisement closing deadline:	26th February, 2018

Overall purpose of the post:

The Senior Community Services Officer will be responsible for providing technical support and guidance to the Field Assistants for Community Services; Refugee community structures and will work closely with Women, Social Welfare and Youths Committees on issues affecting women and youths. S/he will be responsible for identification of PWSN, provide appropriate assistance; and liaison with Livelihoods and Shelter sectors and will be the focal person for organizing key events under CCCM sector. Continually sensitize refugee community to actively support PWSN through community based approach. Participate in camp coordination meetings, conduct assessments, and contribute to developing concept notes and/or proposals and budget.

Key Responsibilities:

To achieve the position's purpose stated above the Senior Community Services Officer will perform the below specific responsibilities.

- Establish/strengthen and develop community structures with inclusive representation of PWSN. Participants in community structures receive support and training, encouraged to take on social responsibility. As a minimum, this includes Social Welfare Committee, Women's Committees, Youth Committees, Peace Committees, Community Watch Teams, and other Sectorial Committees
- Work in collaboration with Field Assistants and Community Outreach Workers by ensuring that activities progress as agreed and in line with applicable standards and in adherence to Humanitarian Principles and Code of Conduct
- Continually sensitize refugee leadership and general refugee community on their role in supporting PWSN through community based approach.
- In close cooperation with refugee community/committees, develop appropriate social, recreational and cultural activities in the camp targeting vulnerable persons mainly PWSN
- In close cooperation with the Livelihoods sector work in synergy to develop income generating activities and vocational training for Persons with Specific Needs (PWSNs)
- Work in close collaboration and in coordination with Shelter department to ensure shelter construction and distribution is targeted to the PWSNs who are the most in need
- Prepare and ensure timely submission of weekly and monthly reports to the Camp Manager
- Participate in camp coordination and case management meetings and provide secretariat, including drafting meeting minutes & action points
- Facilitate and conduct participatory assessments leading to concept, proposals and budgets development as requested by the Camp Manager
- Ensure effective information management and operationalization of the Complaints and Response Mechanism (CRM) and Help desks on daily basis, and ensure refugee community has access to the CRM and ensure confidentiality
- Any other tasks assigned by the Camp Manager to support general camp management operations.

Experience and technical competencies:

Essential:

- Mature personality able to liaise between all relevant groups: new arrivals and/or Yida relocation caseload/owners of luggage, camp-residents, host-community, DRC staff-colleagues, DRC-Management.
- Previous experience working in community services.
- Training/awareness about refugees protection and human rights is an added advantage
- Cultural awareness and sensitivity towards different ethnic groups.
- Proven organisational ability.
- Ability to work proactively and with initiative.
- Commitment to team approach.
- Excellent interpersonal and communication skills.
- Flexible, reliable and trustworthy.
- Ability to write weekly, monthly and quarterly reports, thus well-versed with computer applications including MS-Word, MS-Excel and MS-PowerPoint.
- Arabic (Professional Working Proficiency)



QUALIFICATIONS AND EXPERIENCE:

Essential:

- University degree in social sciences or equivalent preferably social work or sociology.
- Minimum of 2 years of experience in similar job or related Job in INGOs.
- Good communication skills and ability to work as part of a team
- Computer skills, proficient with Microsoft Excel and Word;

Desirable:

- Experience working in the NGO sector;
- Fluent in Arabic, Dinka, or any local language spoken in Ruweng state will be an added advantage;
- Ability to find solutions to complex problems in a challenging environment;
- Excellent planning and organisational skills;
- Flexible, ability to work both as an individual and as a team member and under stress;

Key stakeholders: (internal and external)

Refugee's community leadership structures in each camp, humanitarian partners, host communities and local authorities. The Senior Community Services Officer reports directly to the Camp Manager and works in line with CCCM Officer. Maintains lateral communication and coordination with the DRC FSL and Shelter Officers and Assistants.

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 Finance /Human Resources & Admin Manager, DRC Office in Jamjang.

Title of the position/vacancy number MUST be clearly mark in the application and on envelop.

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

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.

