



# ICRC

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



## JOB ADVERTISEMENT FIELD OFFICER - RESTORING FAMILY LINKS (RFL) 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 Deputy Protection Coordinator – RFL (DepCoProt\_RFL), implements the RFL activities in the Juba PoC, town (i.e. phone calls, tracing cases, Red Cross Messages, RFL for vulnerable persons and unaccompanied/separated children, coordination with other Child Protection/CP actors etc.) and other assigned areas.
- 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 keeps the Juba RFL coordination team updated; Maintains an overview of the RFL needs and contributes to the analysis of the RFL team about the needs in the Juba town, PoC and other assigned areas.
- Ensures a regular follow-up of all cases active in his/her AoR (areas of responsibility). Reviews the caseload and sends reminders to the field teams;
- Under the supervision of DepCoProt\_RFL, establishes and maintains contacts with relevant interlocutors and stakeholders in his/her AoR (i.e. MoSW, RRC, UN agencies, CP actors community leaders, civil society organizations, other relevant civilian and government institutions).
- Receives, processes the new cases and ensures the follow-up of cases collected in the areas that he/she has been assigned by the DepCoProt\_RFL; Attends the FTR and CP meetings in cooperation with the Dep CoProt. Represents the ICRC and is able to report on all matters of interest.
- Registers vulnerable children, opens tracing requests, and organizes family reunifications related to his AoR and when required in other areas.
- Ensures appropriate information flow and storage of information: maintains proper filing, prepares correspondence, photocopying, scanning ; Participates in the RFL emergency responses with the support of Juba RFL coordination team in assigned areas and depending on the needs
- Ensures the ICRC RFL hotlines are functional and that any calls would be answer. Answers the RFL hotline, receives or visits beneficiaries 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. Participates to the discussion linked to the RFL objectives in the country for ICRC and for the SSR; Prepares and organizes a field trip to follow up specific RFL cases. Prepares field trip report afterwards stressing the results of the field trip.

### Minimum required knowledge & experience:

- Bachelor Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- Additional vocational training in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- 3-5 years of experience in a humanitarian area, socio-economic development, humanitarian law, human rights or similar position
- Fluent in English and Arabic (knowledge of any other local language will be an asset); Good level in computer skills
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Good knowledge of geographically assigned environment; Flexibility to work in the field (at least 50% to 60% of his/her time); Very Good writing and reporting skills.

Interested candidates should submit their application clearly marked "Field Officer III – Restoring Family Links, Juba" (including C.V. written in English and copies of certificates) at latest [Tuesday, 26<sup>th</sup> September 2017](#) to the HR Manager.

either  
or

At the ICRC reception  
By email to

: Juba, Wau, Bor and Rumbek  
: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)



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