

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
Vacancy No.BNT-2018/02/14/01

**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 Northern Bahr el Ghazal (NBeG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

|                                |  |
|--------------------------------|--|
| Position Title:                | Senior Shelter Officer (1)   |
| Report to:                     | Area Manager   |
| Duty Station:                  | Bentiu POC and Frequent Visits to Mayom County                             |
| Contract Type                  | Fixed-Term with Possibility of extension depending on funding availability |
| Eligibility                    | South Sudanese National Only   |
| Employment Start Date:         | ASAP   |
| Salary                         | According to DRC DDG Salary Policy – Non negotiable                        |
| Advertisement Closing Deadline | 27 February 2018, 5:00PM (EAT)   |

**Purpose of the post**

**Overall purpose of the role:** Under the supervision of the Area Manager, the Senior Shelter Officer will be responsible of all shelter and construction activities for DRC in Mayom ensuring timely and quality construction in accordance with design and specifications. Mainly the construction of emergency shelters using mainly local materials in Mayom County and its surrounding. He will be primarily responsible for ensuring minimum standards in shelters construction for Persons with Specific Needs are met and maintained in the emergency protection program funded by UNHCR. He will supervise Shelter Field Assistants and Outreach worker in the field as well as lead technical assessments.

**Key tasks and Responsibilities:**

- Conduct Shelter assessment for persons with specific needs (PSNs) in Mayom County.
- Using the results design the shelter intervention and supervise construction and rehabilitation of beneficiaries' shelters.
- Together with the Shelter coordinator, design a shelter model, draft the BoQ and any other technical documents relevant for the implementation of the shelter project programming in Mayom County.



Page 1 of 3



- Assess and continuously monitor the shelter conditions. Propose and implement shelter maintenance activities, including small repairs and construction works if/as applicable.
- Participate to the emergency Food security and livelihoods assessments (including market assessments) to guide shelter program design and implementation.
- Participate and represent DRC in Inter-agency Rapid Needs Assessments (IRNA) in the area of intervention.
- In close collaboration with the Area Manager and the Shelter and NFIs Coordinator, identify gaps with a view to generating ideas for future projects outside PoCs with strong beneficiary impact.
- Input into concept notes and/or project proposals and budgets in close cooperation with the Area Manager, Shelter and NFIs Coordinator and Grants Manager. For technical aspects liaise with the Technical Coordinators to ensure consistency and relevance.
- Monitor Shelter activities, construction works in progress, costs and schedule in accordance with project plan and taking of appropriate actions.
- Control the process of planning and execution of distribution of construction materials.
- Prepare shelter monthly/quarterly/annual highlights/ reports.
- Liaise with relevant Internal and External technical experts on issues related to shelter.
- Work closely with other DRC sectors (CCM/FSL/Protection/Shelter) and under the direction of the Area Manager to ensure the coordination of information sharing and dissemination.
- Ensure integration of Shelter activities with other DRC sectors.
- Liaise with local Governmental bodies in charge of housing and infrastructure activities in the areas of operation.
- Report regularly on out-of-camp activities to the Area Manager and to the technical coordinators for advocacy.
- Actively contribute to the development of procurement plans needed for out-of-camp activities and ensure that logistics and procurement policies are applied within his/her areas of responsibility.
- Assist in developing project plans and budgets for funding.
- Pro-actively seek and advise on technical improvement opportunities.
- Participate in recruitment of Shelter Field Assistants for the start-up of shelter out-of-camps operations in the area of intervention in conjunction with the HR Department and under the supervision of the Area Manager and ensure that adequate staffing is in place for activities.
- Provide ongoing supervision, leadership, training and technical support and guidance to shelter staff.
- Overall responsibility for shelter team timesheets, work plans, vacation schedules, and staff training/development activities
- Ensure Performance planning and review for all staff in collaboration with HR Department
- Ensure program staffs strictly follow DRC Code of Conduct policy and promptly alert the Area Manager if required and in case of breaches.
- Ensure that appropriate information regarding security in the area of intervention is collected and shared with the Area Manager.
- Other tasks as deemed necessary by the Area Manager.

#### Experience and technical competencies:

- Minimum 3 years of progressively responsible experience in Shelter construction
- 2 years or more INGO work experience in similar position is desirable
- Excellent computer skills in MS Word & Excel. Knowledge of drawing software, mainly AutoCAD is an advantage.
- Fluency in both verbal and written English language mandatory.
- Diploma in a technical field an advantage

#### Education:

- University education in Civil Engineering or equivalent experience within construction or related field
- Secondary school certificate with 5 years' experience in Shelter will be accepted in lieu of the University Degree

#### Languages:

- English language
- Arabic/Nuer



**Key stakeholders: (internal and external)**

- Internal and external **candidates** are encourage to apply
- Female candidates are encourage to apply

**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](mailto:jobs.southsudan@drc-ssudan.org)

OR

Submit your hard copy application to the Human Resource department to the attention of Human Resource officer, DRC Office in Bentiu POC.

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

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

