

Approved  
[Signature]



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2019/14/5/3**

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

DRC-DDG Seeks to Recruit:-

Position Title	Senior NFI Officer – Mobile Team
Report to	NFI Manager
Duty Station	Juba (Roving – Country)
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as Possible
Eligibility	South Sudanese National Only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	3 <sup>rd</sup> May, 2019

**Purpose of the post**

In response to the evolving context in South Sudan, DRC is enhancing mobility and emergency response capacity through the scale up of mobile teams for protection and multi sector assistance. This role is under Mobile Response Team as part of DRC's Emergency Platform in South Sudan.

The incumbent will support management of the delivery of DRC's MRT programming including multi-sector assessment (MSA) and response, in close cooperation with the Protection and Safety Units and in coordination with other NGO/UN partners in identified locations. The Senior SNIF officer will report to the SNFI Manager to conduct/lead field assessments and deliver relevant emergency shelter and NFI assistance as a first line response to new displacements or emerging needs. The Senior SNIF officer will conduct effective data collection, community engagement and contribute to production of reports from MSAs.



## Responsibilities and Tasks

- Promote the rights of IDPs/returnees and explore and assess new and better ways to assist
- Ensure adherence to agreed standard operating procedures for emergency activities by all relevant staff
- Lead Multisector emergency field missions to any location in South Sudan
- Adhering to sound security and safety measures during all field missions
- Take responsibility for any materials, tools, vehicles, communication equipment provided by DRC
- Adhere to the DRC Code of Conduct throughout project implementation

## Coordination and Reporting:

- Work closely with other DRC teams, local authorities, NGOs/UN actors in the location of assessment/response
- Provide written and verbal translations from Arabic to English or vice versa when required
- Report any emerging humanitarian needs, context developments or information received from other sources to the MRT to inform responses and safety management
- Contribute to MSA reports and distribution/intervention reports
- Assist in monitoring and analysing potential emergency situations and report to the SNIF Manager

## Multi-sectoral assessments (MSA) and Response Missions

- Collect data on context and humanitarian needs (multisector) at field level, often supervising Multisector response officers to support, ensuring effective use of DRC MRT tools and methodologies, ensuring high quality/accuracy of information collected and reported.
- Ensure that registration and verification of beneficiaries is done in line with standard procedures.
- Oversee the distribution of emergency relief items and supervise multisector response officers and volunteers at the distribution sites.
- Prepare or source field mission documents in link with Juba logistics/procurement/admin/HR/finance departments.
- Ensuring monitoring of supplies received/delivered/distributed in line with DRC transparent process at response site (GRNs, stock lists, distribution lists etc.).
- Liaise with local community leaders and ensure strong community participation and involvement in emergency activities
- Adhere to correct distribution procedures and tools and train casual workers on the same.
- Conduct safe, accountable distribution of emergency SNFI.
- Ensuring quality and timely reporting of multisector assessment and response mission reports.

## Monitoring and Accountability

- Make recommendations to line manager on improvement of response relevance, efficiency, appropriateness, timeliness and accountability to inform future design of mobile responses in South Sudan.
- Oversee the implementation of recommendations in order to ensure continuous improvement of interventions.
- Ensure correct application of accountability, protection mainstreaming and gender protocols during assessments and implementation of activities through training and updating of protocols and methodologies.
- Maintain close links with, Data management, M&E and Protection Units for the assessments and responses.
- Include the participation of beneficiaries and communities, particularly those most vulnerable or at-risk, in all stages of the project cycle where appropriate.
- Ensure appropriate feedback mechanisms during distributions/interventions.
- Conduct post-intervention monitoring (either on site or remotely) and use feedback to inform future responses

The responsibilities listed in the JD are not exhaustive and may be readjusted according to operational needs but will remain in line with the overall purpose of the role.

## PERSON SPECIFICATION

### Qualifications and Experience

#### Essential

- Relevant higher education at college or University level in relevant field
- Minimum 4 years of working experience within emergency program, preferably with an international NGO
- Experience in SNFI responses
- Proven experience in needs assessments, registration, verification and distribution in emergency relief programming
- Computer skills (primarily MS Office applications), especially Microsoft word, Excel and Outlook.
- Experience in managing emergency team in the field
- Ability and willingness to live and work in a very remote environment

#### Desirable

- Previous experience with mobile/rapid response teams (RRM, MRT, EP&R...)



## Education

- A degree in Disaster Risk Management, Emergency management, Humanitarian Aid, international development, rural development, engineering or equivalent technical qualifications

## Languages

- English (fluent)
- Arabic (fluent)

## How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, National ID card and Academic documents 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 HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office Juba.

## Further information

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

**Gender Equity:** DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

**Equal Opportunity:** DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

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://comms.southsudanngoforum.org/>

