



ICRC

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



JOB ADVERTISEMENT Generalist Field Officer 1 Based in Maban

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.

For more information, visit website: <http://www.icrc.org/>

AIM OF THE POSITION

- The Field Officer is based in the ICRC office in Bunj, Southwest Maban County HQ, and covers with the Field Team Leader the counties of Southwest Maban, Northeast Maban, Melut and Renk. However, he/she is ready to carry out activities in other geographical areas according to the needs and operations of the ICRC.
- He/she works in close collaboration with the other Field Officers and shares the tasks and activities mentioned below.

Main Duties and Responsibilities:

- Acts as the link between the Delegate and the community / interlocutors / stakeholders.
- Interprets as and when required during meetings and accurately translates basic written documents to/from Arabic/other local languages to/from English
- Presents and explains ICRC mandate and activities to a variety of external interlocutors.
- Represents the institution in an appropriate way during activities in the field and during meetings. and avoids any activity that may reflect negatively on the ICRC's image.
- Is aware of the delegation's objectives and has a good knowledge of the Red Cross Movement, South Sudan Red Cross branches, humanitarian organizations, UN and other interlocutors (authorities, armed forces, militias, elders, tribal leaders, etc.).
- Actively participates in the planning and preparation of field trips: prepares and submits field trip forms, organizes appointments with interlocutors, prepares field and dissemination equipment.
- Actively participates in a variety of field activities (see below).
- Is responsible for the management and the implementation of the South Sudan Delegation's objectives in his area of responsibility under the direct supervision of the Field Team Leader. He is therefore able to prepare and conduct field trips with full autonomy according to the planning of activities.
- Maintains and develops an adequate network with all relevant interlocutors (authorities, armed forces, UN, NGOs, etc.) in order to have a good analysis of the situation, as well as updated information.
- Collects and shares information so as to improve the ICRC's understanding of its working environment and identify humanitarian needs and response.
- Analyses the social, economical, political and cultural situation of the covered area and its humanitarian consequences for the population.
- He acts as a source of information, provides context analysis, advice and guidance for networking and activity planning.
- Systematically reports on political and security developments in his AoR.
- Scans and analyzes the local media and other sources of information.

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



- Under the supervision of the field team leader, is in charge of the RFL/TA caseload, of which he maintains an overview for his AoR. Sets priorities for RFL/TA activities.
- Collects and distributes RCMs, follows up on individual TA cases.
- When appropriate, registers vulnerable children, opens tracing requests, and organizes family reunifications.
- Reports the results of his activities in a timely manner and uses the tools provided by the RFL/TA department.
- Cooperates with SRCS branches for carrying out TA activities. Organizes and takes part in joint field trips with SRCS staff and volunteers.
- Ensures appropriate flow and storage of information: maintains proper filing, drafts correspondence.
- Assists the delegate in documenting violations of IHL (PPC cases)
- Interviews victims and witnesses according to ICRC methodology
- Is able to explain the ICRC's general protection approach to them
- Promotes basic IHL to communities
- Upon request, takes part in oral interventions to the concerned authorities
- Contributes to analyzing major protection concerns and identifying trends
- Contributes to the design, implementation and monitoring of assistance activities (Ecosec, Wathab, Health) in his AoR
- Assists the Field team leader in identifying needs, possible activities and submitting proposals to the specialist assistance departments.
- Supports the specialist teams (Ecosec, Wathab, and Health) in their activities in his AoR.
- On request, takes part in assessments and/or the implementation of activities (EcoSec distributions, donations)
- On request, attends sector coordination meetings in his AoR and shares outcomes with the concerned department.
- Communication:
- Facilitates basic operational communication sessions (on Emblem, Movement, ICRC activities, basic IHL) either with the delegate or independently, to a variety of audiences, including (but not limited to) armed forces.
- Is responsible for all logistical aspects of the sessions: set-up, transport of equipment (audio/video, leaflets and brochures)
- Drafts Opcom reports
- Identifies needs, suggests future sessions, target audience, subjects, etc.
- Advises the Communication department on priorities within his AoR, makes proposals and assists in the preparation of any session facilitated by JUB/COM.
- In coordination with the Field Team Leader, liaises with SSRC representatives in the field (different branches).
- Contributes to fostering a positive relationship between the ICRC and SRCS branches in his AoR, based on information sharing and operational partnership (tracing, dissemination, emergency response activities)
- Understands and applies the seven principles of the Red Cross/Red Crescent Movement.
- Understands the three components of the Red Cross and Red Crescent Movement. Is aware of the mandates of each component of the movement.
- Strictly observes the security rules, the staff regulations and code of conduct endorsed by the ICRC. At all times he reports all security incidents to his superior(s) immediately.
- Ensures the follow up of all messages and correspondence related to his work, in coordination with the concerned department and/or field delegate.
- Contributes to various reporting duties: field trip reports, minutes of meetings, Weekly Operation Report (WOR), memos etc.

Minimum required knowledge & experience:

- High school or University degree or relevant professional experience; Additional vocational training in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field.
- Ideally 2-3 years previous professional experience, as humanitarian worker, social worker or similar fields.
- Advanced conversational English and Arabic.

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- Expert level in computer skills, particularly MS Word and Excel.
- Ability to quickly adapt to new environments.
- Good communication skills (ability to express and exchange views and ideas).
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics.
- Good knowledge of Upper Nile, particularly Northern Upper Nile State.
- Readiness to spend 50-75% of the time in the field.
- Driving License.

HOW TO APPLY

Interested candidates should submit their application clearly marked "**Generalist Field Officer 1 – Maban**" (including C.V. written in English) and copies of certificates at latest **Monday 5th November 2018** to the HR Manager.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal, Bentiu and Maban**.

or By email to: jub_recruitment_services@icrc.org



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