



ICRC

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



JOB ADVERTISEMENT FIELD OFFICER III (PHYSICAL REHABILITATION PROGRAMME ASSISTANT) 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 based in Juba.

Main Duties and Responsibilities:

- Coordinate the patient flow at the Physical Rehabilitation Reference Centre JUB from different referral resources (ICRC and other)
- Manage patient referral database
- Manage accommodation & food bill database
- Recording and follow-up of inpatients at the dormitory
- Monitor food services, including issuing of food vouchers
- In cooperation with PRRC Administration periodical market assessment for transport costs
- In cooperation with PRRC Social Workers monitor dormitory equipment and material donation to patients
- Plan and manage the treasury for the PRRC JUB under supervision of the ICRC Administration
- Responsible for preparation and timely execution of the monthly accounting (including verification of bills)
- Payment of ICRC performance fees according to attendance & performance verified by ICRC mobile staff
- Inform staff members, in cooperation with ICRC and PRRC Manager, if his/her performance agreement will be terminated; payment and recording of transport reimbursement to self-referred patients
- Payment of incentives and transport reimbursements for participants in social inclusion activities
- Payment of food- and laundry services
- In cooperation with PRRC Administrator and ICRC PRP Team prepare appraisals for PRRC administrative staff and social workers
- Maintain adequate communication with the MoGCSW staff; contribute to conflict management
- Filing of documents and messages (hard copy & electronically)
- Supervise administrative staff at PRRC JUB; submit to ICRC Head of Physical Rehabilitation Program weekly operational report & monthly statistics; In cooperation with PRRC JUB Administrator prepare inventory for PRRC JUB equipment and furniture ;Contribute to monthly/quarterly/annual reporting
- Compile Minutes of meetings, etc: represent the ICRC with regard to its PRP activities; develop and maintain regular contact with interlocutors (I/NGOs, Associations, SSRC, etc.)
- Assist the PRP mobile staff in meetings with the Authorities; develop and update contact list with all relevant partners/interlocutors; contribute to the development of PRP activities in cooperation with the PRP mobile staff
- Participate in regular meeting activities (PRP and ICRC Office; channel all relevant information related to PRP activities

Minimum required knowledge & experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent
- 3-5 years of experience in a similar field/position
- Good spoken and written English, conversational Arabic
- Intermediate level in computer skills, in particular MS Word and Excel
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Team leader
- Good knowledge of geographically assigned environment
- Driving License; Succeeded in ICRC Driving test

Interested candidates should submit their application clearly marked "Field Officer III (Physical Rehabilitation Programme Assistant)"-Juba (including C.V. written in English) and copies of certificates at latest **Tuesday, 28th November 2017** to the HR Manager

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

or By email to: jub_recruitment_services@icrc.org

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

