

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2018/11/10/1

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 and working 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:	Deputy Camp Manager
Reports to:	Camp Manager
Duty Station:	Maban, North Upper Nile State
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date:	As soon as possible
Eligibility:	South Sudanese Only
Salary :	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline:	30 th October, 2018

Purpose of the post

The Deputy Camp Manager is responsible for supporting the Camp Manager in coordination of assistance and general services delivery at Camp level as mentioned below. He/she ensures the establishment of effective and representative camp governance structures and promotion of beneficiary participation in decision making and implementation of camp affairs; ensures sound information management incorporating monitoring and feedback systems; facilitates effective communication with camp population, and oversees operation, care and maintenance of relevant camp infrastructure.

Responsibilities and Tasks

1. Promote Beneficiary Participation in Camp Affairs

- Create awareness to the population on democratic representation and facilitate elections of camp leaders and representatives



- Facilitate establishment of camp committees whose members are representatives of the camp population, with a specific technical or cross-cutting sector focus and cutting across agencies: Protection, Shelter, WASH, etc. and ensuring that representatives take into accounts Persons with Special Needs – Elderly, Women at risk, Youth, People with Disabilities, etc.
- Facilitate and coordinate formal meetings and dialogue sessions with both community representatives and elected leaders.
- Ensure the organization of different community sectors in the camp to facilitate and address needs of the affected population (Women Groups, Safety and security, Youth Groups, Education, Elderly, etc.)
- Develop the capacity of camp leaders, committee members and interested groups through training, focused group discussions, peer's sessions and dialogue sessions.
- Ensuring that camp management feedback procedures and complaints mechanisms are in place, and forums are conducted for the camp population.

2. Promotion and Facilitation of Camp Services

- Facilitate the establishment of and support the running of Youth Recreational activities including sports
- Promote and facilitate community development and enjoyment Cultural Activities
- Facilitates peace and reconciliation initiative among camp resident and/or camp residents and host community
- Coordinate in general Food and NFI distribution as may be required
- Facilitate communities in conducting peaceful burials for their departed family members and loved ones
- Facilitates community celebration and enjoyment of global events and public events
- Encourage community self-sustenance through neighbourhood watch schemes, care groups for persons with specific needs and promotion of income generating activities
- Facilitate the referral system (example Health, SGBV, General Protection, etc.) by other sector/partners are shared amongst the camp population and camp management team for better work collaboration and response.

3. Monitoring and Coordination

- Ensure gaps in assistance to beneficiaries are filled and avoid duplication of activities by conducting regular and systematic monitoring of service delivery in the camp, drawing the attention of stakeholders and partners to overarching needs.
- Conduct service monitoring across sectors in the camp to gain and share a holistic understanding of services and standards in the camp.
- Advocate for the adherence to agreed minimum standards of services among stakeholders and partners.
- Identify and formalize roles and responsibilities between agencies providing services in the camp as a crucial function to addressing gaps and helping to avoid misunderstandings.

4. Managing Information and Facilitating Communication

- Receive, conduct and/or facilitate registration of new arrivals in the camp (or validation of existing residents) in order to provide baseline information on the characteristics of the population to inform, additional assistance programmes and the effective coordination of distributions.
- Liaise with Protection Department to identify and register people with special needs (child headed families, unaccompanied orphans and minors, the elderly, people living with disabilities, etc.) in order to facilitate their timely and convenient access to services.
- Liaise with CCCM Sector Lead, UNHCR and Local Authorities in establishing and maintain an up-to-date camp population database reflect births, deaths, arrivals, departures and other fluctuations in the population.
- Operate information dissemination boards and other channels of communication information between agencies and the camp residents.
- Coordinate with other camp partners including Inter-news radio on dissemination of public announcements and messages.
- Conduct a monthly Sites Profiling to be shared to partners and stakeholders.

5. Camp Planning and Maintenance of Camp Infrastructure

- Oversee the installation and/or maintenance of DRC operated structures such as reception centres, community centres, access bridges, and play grounds.
- Liaise with Shelter Sector in site planning and demarcation of residential blocks and institutional facilities such as schools and hospitals. Where another agency is responsible for general infrastructure development such as civil works, drainage and waste disposal facilities, roads and institutional facilities, the camp manager shall liaise with the counterparts in planning.
- Coordinate with UNHCR and the Local Government department on Environmental protection matters in and around the camp.

6. Administrative, Finance and Procurement Functions

- Supervise camp management team of contracted staff, refugee incentives and casualties, ensuring effective staff deployment, performance planning and appraisals staff line manages (Senior Officers)
- Disburse and track expenditure of camp management budget component, flagging any over and under expenditures in a timely manner.



- Prepare project procurement plans and order for materials in a timely manner.
- Manage casual staff contracts and camp service contracts.
- Prepare and submit consolidated monthly workplan of the team to the Area Manager copied CCCM Coordinator
- Provide inputs in the monthly reports to the donor
- Provide input in the development of the project proposals.
- Capacitate through mentor, coaching and training the camp management team on CCCM.

PERSON SPECIFICATION

Qualifications and Experience

- At least 2-3 years work in South Sudan or in geographic and a conflict context similar to South Sudan
- Excellent human resource management skills, interpersonal skills, cross-cultural communication and ease in managing a multi-ethnic team.
- Ability for rapid analysis of very complex issues, strong decision-making, and translation of programmatic learning and priorities into operational strategies
- Experience delivering programs to tight deadlines
- Experience with systems and concepts for monitoring and evaluating project performance
- Good Computer and IT skills. fluency in written and spoken English with excellent writing skills
- Ability and willingness to work in an emergency setting in remote and isolated location with ever changing security scenarios
- Good understanding of SPHERE Standard E.g. Shelter, WASH, NFI and SGBV guidelines
- Knowledge of local governance in post-conflict contexts, and Age, Gender and Diversity Mainstreaming and inclusion strategies
- A good understanding of the Context of Upper Nile
- Self-motivated and able to work with a minimum of guidance and supervision

Education

Undergraduate degree in political/Social Sciences, Management, development studies, International development or equivalent degree qualifications.

Languages

- English spoken and written – advanced
- Basic Arabic - desirable

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 copying hrofficer.mab@drc-ssudan.org or Submit your hard copy application to the Human Resource Department to the attention of **Human Resource Manager** DRC-DDG Office located along Addis Ababa Road, opposite NPA main office.

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

Further information

Please note, as these positions are 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/> for other suitable opportunities.

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Danish Demining Group (DDG) is a Humanitarian Mine Action and Armed Violence Reduction Unit in the Danish Refugee Council (DRC).