



Hai Mission, Bari Parish Road, Juba, South Sudan  
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## Job Vacancy

Job Title	Family Tracing and Reunification centre Officer
Country Programme	South Sudan
Location of position	Juba Office
Position Report to	Programme Manager
Position open for	South Sudanese
Desired start Date	January 31 <sup>st</sup> 2018
Closing date for application	December 10 <sup>th</sup> 2017
No. position	One

### Organization background

The Confident Children out of Conflict (CCC) is a national organization founded in 2007 as a response to the needs of orphaned, other vulnerable street children and young adult women. Many of these children were staying at the cemetery sites, salakana, gumbo, rakubas, Mahad, Lologo, Korbou..

CCC provides 100 Children with shelter, food and clean water and education and another 766 children at community settings to go to school. These kids are here to be helped to develop, go to school, learn some entrepreneurship skills in order to help themselves, their families and community at large. Without this care, these children would remain on the streets, unproductive, exploited sexually, subjected to early marriages, child labour, trafficking and all sorts of Gender based violence.

### Overall view

Responsible for coordination of the FTR database, manage unaccompanied cases and documents and register cases in the CPIMS and creates awareness on prevention of family separation.

### Major Roles and Responsibilities

- In co-ordination with the FTR Coordinator, FTR database manager and FTR Caseworkers and with the support of other tracing team members performs
- Develop weekly FTR schedules and assign cases to FTR caseworkers, debrief them on progress and troubleshoot any particular follow up, tracing or documentation challenges
- Schedule and organize multiple 1-2 week or more FTR missions in the County



- Prioritize and manage cases of unaccompanied and separated minors (UASC) with great focus of UASC in extremely vulnerable situations
- Conduct tracing actions and temporary care monitoring (TCM) in line with National FTR Working Group SOPs
- Document all registered cases in the CPIMS (including registration, TCMs, tracing actions, reunifications, cases referrals, etc) within 7 days of the visit
- Conduct weekly meeting with FTR caseworkers and FTR Database Manager to review case progress and ensure data entry is completed accurately and verified
- Ensure that FTR caseworkers raise awareness on prevention of family separations and available FTR services and spread relevant prevention messages in accordance with FTR WG SOP
- Ensure weekly progress updates are provided to Save the Children using FTR Weekly Caseload Summary and other templates agreed by FTR WG
- **Perform any other task given by immediate supervisor or the organization.**

If you meet the above mentioned requirements, please submit a cover letter indicating daytime contact numbers, copies of your updated CV, South Sudanese Nationality ID Card or passport, Birth Certificate, Academic Certificate, addressing to Human Resource, Department of CCC. If you are submitting your application through email, please submit to [hemurboro@gmail.com](mailto:hemurboro@gmail.com)

Hand delivered applications should be submitted to CCC Juba Office at Hai Mission, Bari Parish Road, Juba Town- Jubek State

Closing date for all applications is December 6<sup>th</sup> 2017

**We appreciate your applications; however, only shortlisted candidates will be contacted for interviews.**

**Female candidates are encouraged to apply**

