



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2018/6/6/1

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. 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, Food Security and Livelihoods, and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Shelter/NFI Officer (2 positions)
Report to:	Shelter Manager
Duty Station:	Malakal
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:	25 th June, 2018

Purpose of the post

Under the direct supervision of Shelter Manager - Shelter/NFI State Focal Point, the Shelter/NFI Officer will be primarily responsible for ensuring minimum standards in shelter and NFI assessment, verification and distribution for vulnerable households and maintained in the emergency Shelter and NFI program in Malakal.

Responsibilities and Tasks

Responsibilities will include, but not necessarily be limited, to the following

- Promote the right of IDPs/returnees, explore and assess new and better ways to assist



- Ensure adherence to agreed standard operating procedure for emergency activities, by all relevant staff
- Participate in emergency field missions to any location in Greater Upper Nile state and also other states on request
- Adhering to sound security and safety measures during all field missions
- Take responsibility for any materials, tools, vehicles and 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 or/and response
- Provide written and verbal translations from Arabic to English or vice versa when required
- Report any emerging humanitarian needs, context development or information received from other sources to the Shelter/NFI State Focal Point to inform responses and safety management
- Contribute to assessment, verification and distribution/intervention reports.
- Assist in monitoring and analysing potential emergency situations and report to the Shelter/NFI State Focal Point
- Develop and maintain beneficiary records and distribution lists
- Data collection, data entry and analysis of assessment, verification and distribution report.
- Support in drafting of relevant technical reports and assessments for internal and external use.

Multi-Sectoral Assessments (MSA) and Response Missions:

- Collect data on context and humanitarian needs at field level, often supervising local assistants to support, ensuring effective use of DRC and Shelter/NFI cluster tools and methodologies, ensuring high quality or 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 casual workers at the distribution sites
- Prepare or source field mission documents in link with Logistic/Procurement/Admin/HR/Finance Departments
- Ensure 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 relief items (Shelter/NFI) and implementation of emergency Shelter/NFI interventions by local contractors

Monitoring and Accountability:

- Make recommendations to line manager on improvement of response relevance, efficiency, appropriateness, timeliness and accountability to inform future design of Shelter/NFI 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 M&E, CCCM, Shelter 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 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 level in relevant field
- Engineering qualification is required for one of the two positions available
- Minimum 3 years of working experience within emergency program, preferably with an international NGO
- Proven experience from needs assessments, registration, verification and distribution in emergency relief programming
- Computer skills (primarily MS office applications), especially Microsoft Excel, technical drawing software arcade/autocad
- Experience in managing distribution terms
- Ability and willingness to live and work in a very remote environment

Desirable

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

Education

Degree in technical (civil) diploma/political/social sciences, management, development studies, international development or equivalent technical qualifications

Languages

- English
- Local Arabic

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 OR submit your hard copy application to the Human Resource Department to the attention of **Human Resource Manager in Juba** or **HR and Admin Officer** in DRC-DDG Office in Malakal.

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

Further information

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.southsudannngoforum.org/> for other suitable opportunities.

