



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: MBN-2019/8/2/2

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	Camp Officer
Report to	Deputy Camp Manager
Duty Station	Maban
Contract Type	Fixed-term with possibility of extension depend 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	27 th February, 2019

Purpose of the post

The senior CCCN Officer is responsible for assisting the Deputy Comp Manager and CCCM Manager in the coordination of assistance and service at camp level. This entails building effective collaboration with a diversity of stakeholders, ranging from community leadership structures in each IDP camp, humanitarian partners, host communities and local authorities. The/she is the representative and focal person of CCCM sector into all the key peaceful co-existence activities. The Senior CCCM Officer reports to the Deputy Camp Manager, maintains lateral communication and coordination with the DRC Protection and Shelter/NFI officers, and supervises Camp Management Field Assistants.

Responsibilities and Tasks

- Assist the CCCM Deputy Camp Manager to chair monthly coordination meetings with partners and IDP leadership committees;
- Ensure camo population participates in decision making processes and that camp coordination forums are representative and Inclusive, for example, concerns of men, women, boys, girls and groups with specific needs are heard by maintaining and developing participation and governance mechanism, for instance, organize open dialogue with the camp population as well as host communities;



- Assist the Deputy Camp Manager to monitor and coordinate all activities of humanitarian partners' in camps in order to avoid duplication and to identify gaps in service provision, and sharing those gaps with relevant forums, e.g. government authorities, humanitarian partners, etc.
- Focal point for NFI distribution and ensure that NFI distributions are conducted in accordance with guidelines in an accountable manner, with beneficiaries' distribution list made available and records in place (Accountability forms)
- Liaise on daily basis with DRC Sectors' staff to maximize synergies between the sectors and Camp management activities
- Implement and monitor Camp management monthly work plan. and submit a comprehensive weekly sector report to the Deputy Camp/Manager;
- Deliver both on-the-Job and formal training to community outreach workers (CoWs), ensuring understanding of code of conduct, human rights, community based approach and distribution methodology;
- Contribute to Sphere standards implementation in all Camp Management activities.
- Ensure compliance with safety SOPs and MOSS, etc.
- Custodian of all CCCM documentation are in place and well organized;
- Ensure effective information management and operationalization of the Complaints and Resource Mechanism (CRM) desks on daily basis, and ensure refugee community has access to the CRM and ensure confidentiality;
- Perform any other tasks required by the Deputy Camp Manager / Camp Manager relevant to implementation of camp activities.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Mature personality able to liaise between all relevant groups: new comers /owners of luggage, camp residents, host community, DRC staff-colleagues, DRC-Management
- Cultural awareness and sensitivity towards different ethnic groups.
- Proven organizational ability.

Desirable:

- Ability to work proactively and with imitative
- Commitment to team approach
- Excellent interpersonal and communication skills.
- Flexible, reliable and trustworthy
- Strong report writing and training skills
- Minimum 4 years of experience in similar job *or* related Job
- English (Professional Working proficiency)
- Excellent analytical, communication skills, Writing and Presentation Skills.
- Good computer skills especially in Excel and MS Words.

Education

Degree in Social Science or equivalent; Master's Degree an asset.

Language

Knowledge of English language and Arabic is 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 Officer located along Addis Ababa Road, opposite NPA main office. Title of the position/vacancy number MUST be clearly mark in the application and on envelop. Female candidates are encouraged to apply.

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.

