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 OFFICE OF
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
 Vacancy No: MA 2017/27/6/3
 RELIEF & REHABILITATION COMMISSION
 OFFICE OF
 PUBLIC SERVICE
 REPUBLIC OF SOUTH SUDAN

SOH3
 MINISTRY OF LABOUR, PUBLIC SERVICE & HUMAN RESOURCE DEVELOPMENT
[Signature]
 28/06/2017

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 grater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and expects to be a roughly \$30m+ programme in 2015, 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:	Mine Risk Education/Community Liaison Team Leader
Report to:	Technical Field Manager.
Duty Station:	Wau Shilluk and Lul
Contract Type	Fixed-term with possibility of extension depending on funding availability
Eligibility	South Sudanese nationals only
Employment Start Date:	As soon as Possible
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	18 th July, 2017

Purpose of the post

The purpose of the mine risk educator is pivotal in supporting the smooth running of DDGs' risk education Programmes in the field. The MRE Team Leader takes the lead role in all mine risk education matters concerning DDG MRE field operations under the management of the Technical Field Manager.

Responsibilities and Tasks:

MRE/Community Liaison/Impact Assessment Operations

- Daily Supervise MRE/CL Team.
- Provide administrative, welfare and disciplinary supervision of all team members.
- Supervise all MRE/CL activities of the team in accordance with the work plan.
- Represent the team at all coordination meetings, providing feedback as necessary.

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 DDG DANISH DEMINING GROUP

- Conduct daily meetings with the team to plan operational activities.
- Review MRE/CL Operational procedures and recommend improvements to the operational department.
- Do regular internal monitoring of the team and give feedback to the individual team members.
- Report on MRE/CL materials and equipment to the MRE/CL Field Manager.
- Assist driver in keeping the team vehicle clean and in good order.

MRE/CL/M&E Operations

- Ensure that all equipment and formats are ready and loaded for the daily operations.
- Take the lead in MRE presentations.
- Take the lead in CL activities such as completing the Village Data Sheets and community mapping exercise.
- Take part in impact assessment team
- Fill out Hazard/Survey Report and hand the report to the EOD Team Leader or technical field manager or UNMAS sub-office
- Conduct internal MRE QA, fill out the QA form and send to UNMAS
- Keep a proper record of all the daily activities of your team
- Ensure that your team conducts not less than four presentations in a day

Administration

- a. Be familiar with IMAS, South Sudan NTSG's and DDG policies and procedures in relation to MRE/CL.
- b. Enter statistics of daily MRE/CL activities on the MRE Weekly Activity Report format and submit it to the Radio Operator – Juba Base.
- c. Assist the MRE/CL Field Manager in planning and reporting.
- d. Complete Village Data Sheets and Community Maps and submit to MRE/CL Field Manager.

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- South Sudanese National
- Secondary school education or similar qualifications and experience in a training environment
- Work experience in humanitarian aid related organisations.
- Working knowledge of Ms Excel and Ms Word is a must for this role
- Fluent knowledge of English (verbal and written).

Desirable:

- Previous MRE/CL experience

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 **the Human Resource Manager**, DRC-DDG Office in Juba, along Addis Ababa Road, Opposite Aaron Hotel junction, between UNICEF Offices and Supiri Secondary School, Or DRC-DDG field offices in Malakal, or any location nearest to you.

Title of the position/vacancy number **MUST** be clearly marked in the application and on the envelope containing your application.

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 interviews. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Nonetheless, please continue, to periodically review our website, and South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

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

