



JOB ADVERTISEMENT

Job title:	Branch Coordinator
Location:	SSRC Yambio Branch Office – Gbudue State
Reports to:	Secretary General
Supervisor to:	April 10, 2019
Closing Date:	April 30, 2019

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross or Red Crescent Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Cross Societies. SSRC's headquarters is based in Juba with a total of sixteen (16) branches – in South Sudan with a growing network of sub branches. There are currently over 250 SSRC staff members across Headquarters and branches and approximately 10,000 volunteers across the country.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principles.

JOB PURPOSE

The overall purpose of the job is to oversee the Operations/activities of the South Sudan Red Cross in Gbudue State and Coordinate Humanitarian and Development work of the Society with the Local authorities, stake holders and the Beneficiaries.

Specific Duties, Responsibilities and Accountabilities.

- Responsible for the overall management of the South Sudan Red Cross state Branch Office
- Manage budgets and ensure that good financial systems and procedures and practices are carefully followed.
- Implement effective financial analysis and control of SSRCS funds to ensure that they are disbursed in accordance with the regulations and to the maximum benefit of the SSRCS and partner operations and programmes in favour of the beneficiaries.
- Act in an honest, transparent and accountable manner for colleagues, partners, beneficiaries and the society.
- Compile monthly(including the project reports) / situational reports



- Utilize SSRCS materials and property (vehicles, fuel, and equipment) in the most resourceful way.
- Prepare annual and monthly programs plans in collaboration with the partners National Society.
- Coordinate with other agencies, whether governmental, intergovernmental or non-governmental organizations involved in programmes or projects similar to those of SSRCS to avoid unnecessary duplication.
- Promote the growth of the Society in the Region of operation.
- Support membership and volunteer recruitment and management.
- Ensure safety and security of staff while on duty.
- Contribute to SSRC policy development and planning.
- Establish contacts and improve the public relations with the public authorities, the Humanitarian Community and the population.
- Participate in Inter Agency coordination meetings in the Region of Operation

Lateral Relationships;

- Establish and maintain effective working relationships with other colleagues.
- Ensure effective working relationships with Red Cross and Red Crescent Movement Partners in Country.
- Ensure effective working relationship with technical and service departments at regional and international level whenever they are on the ground to provide technical support.

QUALIFICATIONS;

- University degree in Social Science (Economics, Business Administration, Management ,Development Studies and International relations from a recognised University) .
- At least 5 years' experience gained in humanitarian work.
- Good experience on capacity strengthening within humanitarian organizations
- Experience of financial management in voluntary sector organisations.
- Good experience/knowledge of the Red Cross and Red Crescent Movement.
- Strong experience of managing security issues in operations.
- Humanitarian diplomacy.

Skills, Knowledge and Key Competencies;

- Strong understanding of social, political and economic situation in South Sudan.
- Good leadership skills including effective interpersonal, communication, influencing and negotiation skills with proven track record and ability to manage interpersonal conflict.
- Good management skills.
- Resource mobilisation skills.
- Strong coordination and networking skills.
- Ability to establish flexible multidisciplinary teams in an environment conducive to continuous learning, creativity and innovation



- Ability to develop and implement accountability and performance management systems and providing support for professional development.
- Broad knowledge of youth, volunteer and membership management policy and operating management systems
- A good understanding of security management including Safer Access principles.
- Excellent communication skills.
- Good analytical skills.
- First aid skill is an added advantage.
- Fluency in English, both written and spoken.
- Fluency in Juba Arabic.
- Any other Language spoken in South Sudan

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references and Copy of National ID and Certificates including day time telephone contact addressing to Human Resources Department. Or by email: vacancy@ssdredcross.org Please, indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Society Yambio Branch Office. And please clearly indicate the position you are applying for on the back of your envelop.

You have to arrange your documents in the following sequence.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

