



TERMS OF REFERENCE

JOB TITLE: REACH Junior Field Coordinator Officer
 Department: Reach
 Location: Renk
 Date of Advert: 20/03/2017
 Date of Closure: 06/04/2017
 Reporting to: Senior Field Coordinator

*50-14-3
 Approved
 Inspector
 [Signature]
 20/3/2017*

REACH was born in 2010 as a joint initiative of two INGOs (IMPACT Initiatives and ACTED) and the United Nations Institute for Training and Research (UNITAR) Operational Satellite Applications Programme (UNOSAT). REACH's purpose is to promote and facilitate the development of information products that enhance the humanitarian community's decision making and planning capacity for emergency, reconstruction and development contexts, supporting and working within the framework of the humanitarian reform process. REACH facilitates information management for aid actors through three complementary services: (a) need and situation assessments facilitated by REACH teams; (b) situation analysis using satellite imagery; (c) provision of related database and (web)-mapping facilities and expertise.

CONTEXT / COUNTRY

REACH has been active in South Sudan since February 2012, working in refugee camps in Upper Nile and Unity states, and PoCs across the country. REACH assessment teams have been producing maps and creating comprehensive databases in an effort to inform more effective operational set-up and management of these locations.

In 2013, REACH assessments started to expand its focus on the socio-cultural organization and dynamic of the locations, as well as natural resource depletion and energy use among the population. The reports produced as a result of these assessments have been used in targeting interventions and overall location management. The program will extend partner services as well as beyond the refugee and IDP contexts to include mapping of natural resources, impact evaluation, conflict mapping, etc.

REACH has continued to support IDP and refugee response in 2014 and 2015, and expect to continue this support through 2015.

Under the supervision of the ACTED Country Director and REACH Country Manager, the REACH Junior Field Coordinator is responsible for supporting REACH Assessment Officer/ Manager to ensure the successful completion of assessments in Renk. He/she will also be responsible for related logistics, data cleaning, focus group discussion facilitation, leading enumeration teams and any other reasonable tasks need to ensure the success of the REACH mission in South Sudan. Classical Arabic, both spoken and written, is a prerequisite.

<p><u>CHAIN OF COMMAND</u> Under the authority of:</p>	<p><u>WORKING RELATIONS</u> Internal Relations:</p>
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<ul style="list-style-type: none"> • In country: ACTED Country Director • In country: REACH Country Manager • Senior Field Coordinator <p><u>Responsible for:</u></p> <ul style="list-style-type: none"> • Their own activities • Enumerators 	<ul style="list-style-type: none"> • ACTED Country Director • REACH Country Manager • REACH GIS/ Assessment Manager • REACH GIS/ Assessment Officers
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FUNCTIONS

Summary

The REACH Junior Field Coordinator shall be responsible for:

- Data cleaning and entry
- Leading enumeration teams
- Focus group discussion facilitation
- Logistics support
- Any other tasks need to ensure the success of the REACH mission in South Sudan

1. Data cleaning and entry

The REACH Junior Field Coordinator will clean datasets given by REACH staff. They will also enter textual data into spreadsheets or databases for easier tracking and analysis

2. Leading enumeration teams

The REACH Junior Field Coordinator will lead enumeration teams of up to 20 individuals in Renk; they will be responsible to providing direction, logistical and technical support to the enumerators; they will support the REACH Assessment/ GIS Officer/ Manager as needed

3. Focus group discussion facilitation

The REACH Junior Field Coordinator will facilitate or co-facilitate focus group discussion in Renk IDP settlements

4. Logistics support

The REACH Junior Field Coordinator will provide logistics support to the REACH country team by filling and tracking order forms and tracking existing and incoming REACH assets in Renk

5. Other tasks

The REACH Junior Field Coordinator will participate in other, undefined tasks that are necessary to support the REACH mission in South Sudan.

Accountability to Communities and Beneficiaries

The staff member is responsible for ensuring that all relations with the communities we work are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about ACTED programme objectives, activities, beneficiary selection criteria, and methodologies. This is the responsibility of every ACTED staff member.

Approved
 20 MAR 2017
 HQ
 20/3/2017



QUALIFICATIONS AND EXPERIENCE

- Basic skills with the Microsoft Office Suite
- Positive attitude and a willingness to learn
- Excellent communication skill
- Excellent time management skills
- Ability to operate in a cross-cultural environment requiring flexibility;
- Prior knowledge of the region an asset
- Fluency in English required
- Fluency in Classical Arabic required
- Ability to work with some independence
- Be familiar with the local community in Renk

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs

All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, in hard copy by April 06, 2017. Or by mail to Juba.adminassist@acted.org; katie.rickard@reach-initiative.org; marco.pizzolato@reach-initiative.org; eric.kramak@reach-initiative.org

- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply.

Approved - 16/04/17
HGRS
2013/2017

