



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: JBA-2018/19/6/2**

**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:	Protection Officer (PO), one position
Report to:	Protection Manager
Duty Station:	Maban
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:	6 <sup>th</sup> July, 2018

**Purpose of the post**

The Protection Officer will undertake case management and general protection/human rights monitoring in the crisis affected areas as determined by the work plan. His/her role will be to provide support for the protection concerns and needs of the refugee population by providing information to beneficiaries, supervising case management, collecting data, organizing and reporting on activities, designing and conducting surveys and assessments. The PO will supervise the team protection assistants in their roles. Finally the PO with the support of the Senior Protection Officer and the Protection Manager will design and deliver workshops and training at the community level on human rights and protection related topics. The PO will throughout his/her work, ensure confidentiality and strictly adhere to the Code of Conduct.





## Responsibilities and Tasks

- Conduct regular household visits and general monitoring visits to refugee households to identify protection concerns and persons with specific needs (PSNs)
- Case management including daily supervision of the Protection Desks, documentations, referrals, case tracking sheets, case management database, follow-ups, etc.
- Supervise case conferences
- Conduct meetings with ORWs
- Facilitate awareness sessions to the communities and/or supervise awareness sessions conducted by ORWs
- Assist the Senior Protection Officers with designing and conducting training modules and tools on topics such as human rights and other protection topics for Community Protection Committees, community structures, staff, partners and other stakeholders
- Liaise and build partnership with camp chairman, community leaders and other relevant actors to encourage participation in support for and a better understanding of the program activities
- Data collection and entry
- Keep control over items to be distributed during the year for different groups in the camps, preparing all necessary documentation
- Compile reports of activities undertaken, when requested
- Work with the Senior Protection Officers and fellow POs to create weekly work plans of program activities
- Prepare all necessary documentations for activities and for reconciliation of the money and resources utilized during each activity, keeping respective records on files (including weekly vehicle movement plans, order requests, payment requests, etc.)
- Keep camp folders organized with all relevant documentations such as distribution lists, release order, case management files, etc.
- Represent the department in meetings in the camp, DRC, UNHCR, and other agencies, as requested by Senior Protection Officers and Protection Manager
- Translation from Arabic to English
- Perform any other duties as requested by the Protection Manager

## PERSON SPECIFICATION

### Qualifications and Experience

#### Essential

- Higher Diploma or Degree in Social Sciences, Law, or related field
- At least two years community based training experience involving human rights and/or protection and or legal protection experiences
- Comprehensive understanding of human rights and protection principles
- Excellent organizational and documentation skills
- Excellent English writing skills
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Works collaboratively with team members to achieve results
- Remains productive when under pressure with the ability to prioritize effectively, respects, adheres to deadlines
- Confidentiality awareness

#### Desirable

- Commitment to human rights and protection principles
- Familiarly with customary laws, judiciary system and legal development and issues in South Sudan
- Previous experience in carrying out supervising training at different scales with different partners



### 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](mailto:jobs.southsudan@drc-ssudan.org) OR submit your hard copy application to the Human Resources Department to the attention of **HR Manager** in the following locations

1. Juba Office located along Addis Ababa Road, between UNICEF Offices and Supiri Secondary School
2. Maban Office on the Main road behind MSF Compound in Maban County or Email your application with the subject line "**Protection Officer**":

### Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date.

