



TERMS OF REFERENCE

JOB TITLE: REACH Junior Field Coordinator for DEPP CwC Media Landscape Guide
Department: REACH
Location: Juba
Date of Advert: 05/01/2017
Date of Closure: 24/01/2017
Reporting to: REACH Assessment Manager

SD H3 05 JAN 2017
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05/1/2017

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

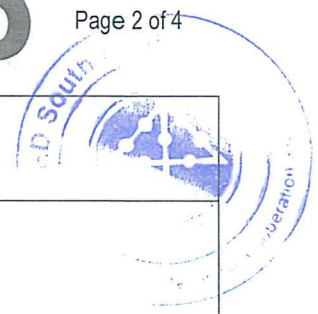
REACH has been active in South Sudan since February 2012, working in refugee camps in Upper Nile and Unity states, and PoCs across the country. REACH teams have been information management services, conduct both large and small scale assessments, producing maps and creating comprehensive databases in 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 Coordinator, the REACH Junior Field Coordinator (JFC) is responsible for supporting REACH Assessment Officers, REACH GIS officers and the REACH Assessment Manager to ensure the successful completion of data collection related to the IMPACT's DEPP CwC Media Landscape Guide.

The JFC will be based in Juba and will primarily be charged with conducting primary and remote data collection in selected secure and accessible areas of Greater Upper Nile focused on identifying and profiling main radio stations, TV channels, newspapers and news websites, which will also include a brief summary of the more traditional forms of communication such as theatre, dance, music, and respected channels such as religions/ community leaders/ networks in those areas. This position will work closely with experienced national and international staff members and will require



at least 50% time in field locations.

CHAIN OF COMMAND

Under the authority of:

- In country: ACTED Country Director
- In country: REACH Country Coordinator
- In country: REACH Assessment Manager
- In country: REACH Assessment Officer

Responsible for:

- Their own activities
- Enumerators

WORKING RELATIONS

Internal Relations:

- ACTED Country Director
- REACH Country Coordinator
- REACH GIS/ Assessment Manager
- REACH GIS/ Assessment Officers

FUNCTIONS

Summary

The REACH JFC shall be responsible for:

- Planning and executing field verification visits
- Translating and/ or conducting focus group discussions
- Conducting key informant interviews and household surveys using mobile data collection tools
- Data cleaning, entry and analysis
- Reporting of findings in a clear, concise and timely manner
- Hiring, training and leading enumeration teams
- Any other tasks need to ensure the success of the REACH mission in South Sudan

Planning field visits

The REACH JFC, in collaboration with REACH Assessment and GIS Officers, will plan logistics related to field visits, and will participate in field visits to collect data related to communication (both formal and informal) in the target locations

Translating and/ or conducting FGDs

The REACH JFC will provide translation for the Assessment Officer during focus group discussions, they may also be asked to conduct the FGDs themselves.

Conducting key informant interviews and household surveys using mobile data collection tools

The REACH JFC will conduct KIIs and household surveys using mobile data collection tools (ODK)

Data cleaning, entry and analysis

The REACH JFC will clean, manage and analyze qualitative, quantitative and spatial data collected by themselves and other members of the evaluation team

Reporting of findings in a clear, concise and timely manner

The REACH JFC will draft high-quality, clear and concise narratives of the findings of the field verification



visits

Hiring, training and leading enumeration teams

The REACH Junior Field Coordinator will hire, train and lead casual enumeration teams of up to 10 individuals; 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

Any other tasks need to ensure the success of the REACH mission in South Sudan

The REACH JFC may be called upon to work on other REACH programmes in various locations in South Sudan as the security situation allows

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.

QUALIFICATIONS AND EXPERIENCE

- At least 6 months experience working in a humanitarian setting
- Experience using the Microsoft Office Suite in a professional setting
- Experience collecting information using hand-held GPS devices
- Experience using ODK for quantitative data collection, or the ability to rapidly master the process
- Experience conducting focus group discussions, or the ability to learn rapidly
- Knowledge of creating kml/ kmz files in Google Earth
- 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 experience working in IDP displacement locations
- Spoken fluency in English and Arabic
- Strong written English
- Ability to work with limited supervision



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) by January 24, 2017. Or by mail to juba.hrofficer@acted.org; eric.kramak@reach-initiative.org; katie.rickard@reach-initiative.org; juba@acted.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