



South Sudan
Red Cross

Approved
Jha
11/02/2017

01 FEB 2017

JOB ADVERTISEMENT

Job title:	Tracing Officer
Duty Station:	SSRC Branch Office – Juba
Reports to:	Branch Director.
Supervisor to:	RFL Volunteers

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 ten (10) branches – one each in South Sudan's ten states – and a growing network of sub branches. There are currently over 200 SSRC staff members across Headquarters and branches and approximately 6000 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.

SUMMARY JOB PURPOSE

The RFL Officer is accountable for the RFL activities taking place in his/her area of responsibility. He/she is the focal person for any RFL-related activity in this area. This implies

JOB DUTIES AND RESPONSIBILITIES.

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- **Red Cross Messages (RCM)** : in line with the RCM Procedures in South Sudan :
 - Receive incoming mail/RCMs from SSRC Head Office or ICRC for distribution and dispatch in a timely manner to the volunteers in charge or directly to the beneficiaries.
 - Collect RCM from RFL Volunteers or directly from the beneficiaries' and forward them to the SSRC Head Office or to ICRC in a timely manner and according to the established procedure.
 - Ensure the RCM collected from volunteers are correctly completed and censored at the field level before forwarding to HQ.
 - Send monthly RCM and visitors statistics to the RFL Coordinator in a timely and accurate manner (according to the template and upon the date given by the RFL Coordinator)

- **Coaching and supervision of RFL volunteers** in his/her area of responsibility: visits to their respective areas for planning, coaching and monitoring support and monitoring for RCM collection and distribution, and any other support needed. The management of RFL Volunteers carried out in accordance with the general rules for managing SSRC volunteers (cost recovery and per diem rules, etc.)
- **Planning**: prepare monthly / quarterly / annual work plan for RFL volunteers and RFL activities in his/her area of responsibility, according to the request from the Branch Director and the RFL Coordinator.
- **Identification of specific RFL needs**: contribute to the mapping of RFL needs (seeking feedback including from RFL volunteers and beneficiaries) and promptly inform the Branch Director and RFL Coordinator accordingly.
- **Dissemination of RFL activities** to the local authorities, other organizations and target populations in his/her area of intervention, as well as within the SSRC (staff and volunteers)
- **Integration of RFL activities** within the other activities of the Branch (Communication, EPR, etc.), in coordination with the Branch Director and the other officers and volunteers at Branch level
- **Support to /cooperation with the ICRC on RFL related activities at field level**: Close coordination with ICRC for RFL planning and activities for example field trips, phone call sessions and Snapshot displays ,referral of tracing cases, etc.
- **Reporting** :according to the templates and dates fixed by the RFL Coordinator :
 - Regular report to the Branch Director and the RFL Coordinator on RFL activities implemented in his/her area of intervention, including weekly and monthly statistics.
 - Regular report on the performance of the RFL Volunteers and on any irregularities observed (without taking sanctions upon own initiative).
 - Regular report to RFL Coordinator of any complaints the Volunteer might have, and inform the volunteer of the feedback from the RFL Coordinator.
- **Financial management**: in coordination with the Branch Director, is responsible for the management of the RFL Budget dedicated to the Branch (planning, expenditures, financial reporting) in agreement with the general SSRC Financial rules and regulations
- Perform any other duties delegated to him/her by the Branch Director or the RFL Coordinator (in coordination with one another and without this hampering the main responsibilities described above).

POSITION REQUIREMENTS

University degree in social science (Economics, Business Administration, Community Development or related field.

Understand the different component and their role within the Red Cross and Red Crescent movement

Fluency in English, both written and spoken.

Basic Red Cross / Red Crescent Training Course attended

Three Years' experience of working for the Red Cross/Red Crescent movement

Experience of report-writing (finance & narrative)

Good knowledge of written and spoken English and Arabic

Good computer skills (word / excel – software

Understand the different components and their role within the Movement

Excellent in communication and have strong leadership and coaching skills

Skilled in the following competencies: Adapting & Learning; Team Work; Planning, Organization & Assessment; Communication (Ability to express views and ideas)

Valid Driving or raiding motor bike License.

How to apply:

Interested applicants should submit their **CV with 3 references**, copy of their National ID and copies of credentials including day time telephone contract to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of the email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 14th February 2017.

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