



**ICRC**

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



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**JOB ADVERTISEMENT**  
**RESTORING FAMILY LINKS FIELD OFFICER 2**

**Based in Juba**

**The International Committee of the Red Cross (ICRC)** is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

**AIM OF THE POSITION**

S/he is based in Juba, covering Jubek State, which may be modified according to the needs of the delegation. This entails field trips within Jubek every week. S/he is ready to carry out activities according to the needs and operations of the ICRC in other areas,

**Main Duties and Responsibilities:**

**Standard function:**

Under the supervision of the RFL delegate, the Field Officer, based in Juba, is responsible for the implementation of ICRC RFL activities in his area of responsibility (AoR i.e. Juba town, PoC and other areas assigned to him/her at the field level).

As Field Officer at the coordination, he/she is ready to replace or support other Field Officers in the field and to carry out activities across South Sudan, according to the needs and operations of the ICRC.

**Implementation of RFL activities in his/her AoR**

- Under the supervision of the RFL delegate, implements the RFL activities in the Juba PoC, town (i.e. phone calls, tracing cases, RCMS, RFL for vulnerable persons and unaccompanied/separated children, coordination with other Child Protection actors etc.) and other assigned areas.
- In close coordination with the delegate in charge of PoC affairs, attends the relevant meetings in the PoC by the camp management or CP actors and keep the JUB RFL coordination team updated.
- Maintains an overview of the RFL needs and contributes to the analysis of the RFL team about the needs in the Juba town, PoC and other assigned areas.
- Contributes to the design and implementation of projects to cover the RFL needs in the Juba town, PoC and other assigned areas, in cooperation with the SSRC. Ensures a regular follow-up of all cases active in his/her AoR. Reviews the caseload and sends reminders to the field teams.
- Under the supervision of the RFL delegate, establishes and maintains contacts with relevant interlocutors and stakeholders in his/her AoR (i.e. MoSW, RRC, UN agencies, CP actors community leaders, civil society organizations, other relevant civilian and government institutions).

**Only short-listed candidates will be contacted. Application files not retained will not be returned.**



- Registers vulnerable children, opens tracing requests, and organizes family reunifications related to his AoR and when required in other areas.
- Uses Prot6 in a regular manner, enters cases and identifies cases not treated for further actions for the relevant field teams.
- Ensures appropriate information flow and storage of information: maintains proper filing, prepares correspondence, photocopying, scanning.
- Participates to the evolution and the revision of the RFL guidelines and forms. Participates to the discussion linked to the RFL objectives in the country for ICRC and for the SSRC.
- Prepares and organizes a field trip to follow up specific RFL cases. Prepares field trip report afterwards stressing the results of the field trip.
- Develops and maintains contact with municipal/regional authorities, local/regional National Society branches, the local population and suppliers.
- Regularly monitors the RFL activities in the Juba PoC and town. Supports the SSRC FO to coach and supervise the SSRC RFL volunteers in his/her AoR for the quality provision of RFL services.
- Prepare written reports on the activities, including contributions to various ICRC reports i.e. weekly highlights, statistics on RFL activities in his/her AoR.
- Assists in institutional exercises relating to planning, budgeting and monitoring programmes.
- Helps to prepare, report on and follow up on internal and external meetings.
- Understands and applies the seven principles of the Red Cross/Red Crescent Movement.
- Understands the three components of the Red Cross and Red Crescent Movement. Is aware of the mandates of each component of the movement.

#### Minimum required knowledge & experience:

- Bachelor Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- Additional vocational training in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- 3-5 years of experience in a humanitarian area, socio-economic development, humanitarian law, human rights or similar position
- Fluent in English and Arabic (knowledge of any other local language will be an asset)
- Good level in computer skills
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Good knowledge of geographically assigned environment
- Flexibility to work in the field (at least 50% to 60% of his/her time).
- Very Good writing and reporting skills.

The ICRC is a humanitarian organization, which works to protect and assist victims of armed conflicts. The position within the institution requires to convey/carry a certain image of the ICRC. The ICRC expects its employees to behave in an appropriate manner at all times and in all places. All members of staff should ensure their attitudes correspond to the ICRC principles both during and after working hours.

#### HOW TO APPLY

Interested candidates should submit their application clearly marked "**Restore Family Links Field Officer 2**" (including C.V. written in English) and copies of certificates at latest **Friday, 21 December 2018** to the **HR Manager**.

either: At the ICRC reception in **Juba, Wau, Rumbek, Bor, Malakal and Bentiu**

or By email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)

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