

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. MAK/2016/25/2/008



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 Northern Bahr el Ghazal (NBEG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2015, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Shelter Assistant
Report to:	Shelter project officer
Duty Station:	Malakal
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline	28-March 2016
Number of positions	1

Purpose of the post

- The Shelter Assistant is expected to support the Shelter project officer in the Malakal UNMISS PoC Sites and other locations, if security allows in the implementation of the Shelter strategy, which includes Shelter monitoring and Shelter mainstreaming.

Responsibilities and Tasks

- Set out plots according to measurements given
- Erecting tents
- Creating sandbag perimeters
- Backfill perimeter with soil
- Make sure shelters are set up according to received training
- Assist vulnerable families to the extent necessary
- Filling sandbags
- Dig tertiary drainage canals
- Offloading trucks
- Transporting tents to plots
- Recruiting casual labourers
- Monitor Attendance sheets for casual labourer
- Distribute tools among workers
- Monitor use of tools and make sure they stay on site
- Collect tools at the end of the day and hand in to DRC

PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Minimum 1 year of experience in construction work or with non-governmental organizations (NGOs), displaced population and/or in a related field is a very strong asset.
- Experience with community mobilization and participatory techniques is required.
- Strong interpersonal skills and demonstrated ability to establish effective working relations with staff, beneficiaries, duty bearers and other stakeholders.

- Strong communication skills.
- Strong organizational skills.

Desirable:

- Desirable: Diploma/Degree in any Engineering or related field
- Remains productive when under pressure and meets deadlines
- Fluency in Arabic and English (spoken and written) is required
- Knowledge of Microsoft Word, Excel and e-mail application software is an asset

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 financeofficer.mal@drc-ssudan.org or jobs.southsudan@drc-ssudan.org

OR

Submit your hard copy application to the Human Resource department to the attention of Finance Officer - DRC-DDG Office in Malakal Unmiss Log Base.

Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop.

Further information

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

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://www.southsudannngoforum.org/boards/index.php?board> for other suitable opportunities.