



ACTED



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Approved
A. P. S. PHAN
7/2/2017

JOB TITLE: Camp Officer (GOVERNANCE & SITE MANAGEMENT)
Department: Camp Management
Location: Gendrassa Refugee Camp, SW Maban County
Date of Advert: 07/02/2017
Date of Closure: 24/02/2017
Reporting to: Camp Manager

Organisation Description:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. Its activities range from emergency relief to development projects. ACTED South Sudan is currently looking for one (1) qualified candidate for the position of Camp Officer for its activities in Gendrassa Camp, SW Maban County.

CHAIN OF COMMAND

Under the authority of:

- Camp Manager

Line Management:

- Camp Officer
- Camp Assistant
- Community mobilizers

WORKING RELATIONS

Internal:

- Livelihood department
- Coordination
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban (UNHCR etc)
- Local Authorities (RRC and CRA)
- Community leaders

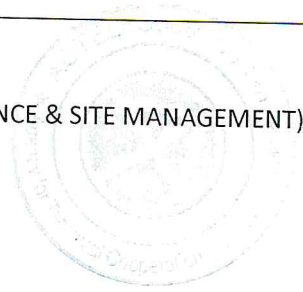
Context:

Gendrassa Refugee Camp was opened in July 2012, covers 347 hectares, and currently has a population of roughly 17,500 individuals. There are 4 primary schools, 5 friendly spaces, and 2 public health clinics. Gendrassa is equipped with several communal infrastructures such as a community center, social leadership points, and also host to Radio Salam and a Vocational Training Center.

Responsibilities:

The Camp Officer supports the Camp Manager in facilitating effective camp governance within Gendrassa Refugee Camp and in promoting participation amongst all residents. S/he manages activities that promote volunteerism and community participation amongst all residents in Gendrassa. Duties include capacity building of the sectoral committees established within the camp as well as facilitating and reporting on a number of camp-wide events.

The Camp Officer will also ensure that site infrastructure and services are monitored, improved and maintained, based on global standards.



Primary Responsibilities:

Governance:

- Strengthen the capacity of Sectoral Committees, especially the four committees in which are directly supported by the Camp Management team
- Design and facilitate trainings with Sectoral Committees throughout the year
- Maintain close relationship with Sectoral Committees through frequent meetings
- Encourage all partners to have close relationships with their designated committees and share their insight and feedback with Camp Management
- Develop a close working relationship with the Camp Executive Committee
- Organize and facilitate Quick Impact Projects for the four Sectoral Committees in which are under the responsibility of Camp Management
- Ensures all leadership structures created in the camp are active and functioning

Site Management:

- Monitor and report on service provision by humanitarian partners at camp level
- Ensure that site infrastructure is maintained against global standards
- Work closely with community leaders to sensitize the community on the prohibition of unauthorized settlement and land use
- Prepare plans for site infrastructure needs and oversee any site improvement activities
- Coordinate with other ACTED departments regarding procurement of any material resources for site planning

Administrative:

- Ensure all documentation and assessments are completed in a timely manner and filed appropriately (e.g. site, training, meetings, events)
- Line manage and appraise Camp Assistant

Secondary Responsibilities:

- Actively participate in all camp-wide events
- Build strong relationships with all implementing partners within the camp
- Maintain excellent relations with all members of the community, listening and noting complaints and directing them to the appropriate staff member. Support the effective functioning of the Complaints Response Mechanism as required.
- Liaise with Camp Officer counterpart in Kaya Camp to ensure that activities and approaches are harmonized
- Participate in the development of annual proposal, procurement, and work plan

Perform any additional task as requested by the Camp Manager

Experience/ Qualifications:

- Excellent spoken and written English, essential
- Excellent spoken Arabic essential, written preferred
- Degree in International Relations or other relevant field
- Minimum 3 year working experience in camp management or community mobilization with an NGO in large-scale humanitarian operations, preferably involving refugees or IDPs OR the ability to demonstrate transferable skills and experiences that relate to

the above job description

- Experience of conducting training and capacity-building
- Experience writing donor reports, preferred
- Familiar with Word, Excel, PowerPoint
- Diligence in filing and record-keeping
- Highly motivated individual with the ability to take initiative and work independently
- Strong commitment to working for the improvement of the refugee population's life standards
- Willingness to work and live in a multicultural environment in a rural area
- Positive attitude

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, and ACTED Office in Maban (Doro Compound) in hard copy by February 24, 2017. Or by mail to Juba.adminassist@acted.org; gendrassa.administration@acted.org; stephanie.mikkelson@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.

