

Approved
RRC - Juba
31/07/17
30 JUN 2017

OFFICE OF THE REGISTRAR GENERAL
 PUBLIC OF SOUTH SUDAN

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
 Vacancy No. JBA-2017/30/6/5

SD-H3
30 JUN 2017
2016/2017

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 Unity and Upper Nile region. 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:	Protection Data clerk (2 Positions)
Report to:	Protection Monitoring Officer
Direct Report:	None
Duty Station:	Juba
Contract Type	Fixed-term with possibility of extension depend on funding availability
Eligibility:	Only South Sudanese National
Employment Start Date:	ASAP
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	19 th July, 2017, 5:00 PM, EAT

Purpose of the post:

The Protection Data Clerk (PDC) will work from the mobile protection desks to assist the M&E Officer in collecting and inputting data into the protection databases. The Data Clerk will join a busy team to provide an efficient data entry service and clerical support for specific protection missions and cases. The Data Clerk will have competent IT and data entry skills and office experience as well as a high level of attention to detail, effective organisational and communication skills (both written and interpersonal) and experience of providing excellent client service.

Responsibilities and Tasks

- Ensuring that the data recorded on the data collection forms is entered onto the specific database completely and accurately and within one week of receipt.
- Identifying any problems with the database and taking appropriate action in discussion with your line manager.
- Ensuring that the on-going trial reports for the specific trials or research projects are kept up-to-date.
- Maintaining adequate records, keeping an up to date filing system.
- Ensuring that appropriate security measures are taken to prevent unauthorised access to data, in accordance with the DRC Policy and Guidelines.
- Taking brief notes at Project Team Meetings.
- Assisting the protection team with data collection in and out of the POC.
- Photocopying documents for dissemination / circulation.
- Translation from Arabic to English;
- Perform any other duties as requested by Protection Officer and Protection Manager.

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PERSON SPECIFICATION

Qualifications and Experience:

Essential:

- Completion of secondary school or equivalent
- Previous experience in community-based activities including mobilization, awareness campaigns or any other activity that included the involvement of the community members and/or leaders
- Basic knowledge and understanding of human rights and protection principles
- Fluency in English and Arabic required
- Desirable:
- Excellent interpersonal skills and works well with people of different cultures, gender and backgrounds
- Commitment to human rights and protection principles

Desirable:

- Good English writing and organisational skills
- Works collaboratively with team members to achieve results
- Remains productive when under pressure with the ability to prioritize effectively, and respects and adheres to deadlines
- Desirable:
- Developing training materials and experience in the past of carrying out and supervising training at different scales with different partners
- Strong relationship building / interpersonal skill;
- Basic security & communications training;
- Positive attitude;
- Energetic and interested
- Fluency in both Arabic and English (spoken and written)

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your up to date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through jobs.southsudan@drc-ssudan.org.

OR

Submit your hard copy application to the Human Resource department to the attention of HR Manager to DRC-DDG Country office located along Addis Ababa Road, Opposite Norwegian People's Aid (NPA) main office or UNICEF Country office.

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

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age. Female Candidates are strongly encouraged to apply.

Further information

NOTE: only short listed candidates will be contacted.

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.comms.southsudanngoforum.org> for other suitable opportunities.



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