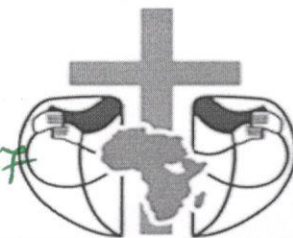




**Caritas  
Torit**



*Caritas Torit/Catholic Diocese of Torit. Mission Road Cell +21123037099 info@caritastorit.org*

## VACANCY ANNOUNCEMENT

**Post Title:** Family Tracing and Reunification (FTR) Case worker  
**Number of Vacancies:** One (1)  
**Duty Station:** Kapoeta East County  
**Contract lengths:** 10 Months with possible extension depending on performance and funding  
**Reports to:** Child Protection Manager

### Organizational background

The Catholic Diocese of Torit, which was part of the Archdiocese of Juba, has always been active during the period of war in helping the most vulnerable and affected victims. When it was created in 1983, the Diocese gave itself the primary mission of fighting against all the forces that deprived the human person's dignity, especially at the time of the war when the innocent civilians were subject to untold sufferings...

Caritas Torit as a Social Arm of the Catholic Church is present and active in the Community to promote Justice and Peace in order to bring the reality of the Gospel of Love both in words and deeds. As such its vision is: Committed to build a Society of Justice, Peace and Reconciliation for Integral Human Development in Solidarity with the Poor. Caritas Torit invites applications from South Sudanese Nationals for the position of FTR Case Worker to be based in Kapoeta East County.

### **Main Duties and Responsibilities:**

FTR case Worker, under the direct supervision of the Project Manager/Child Protection Manager and the overall supervision of the Managing Director, assists technical staff and senior programme managers by providing timely and accurate technical field reports. Specific duties include but are not limited to the following:

- Identify & Register unaccompanied and separated children (UASC) & Missing Children in standard FTR Forms
- Assess & Address Protection Concerns & Care Needs of UASC and ensure that Community leaders, care givers and children engaged in the planning and delivery of Child Protection services
- Case worker together with team Leaders will manage the prioritization of cases, ensuring unaccompanied children along with separated children in extremely vulnerable situations are prioritized for follow-up visits and family tracing
- Plan How to Manage Cases and make sure all registered children will receive follow-up visits at least once per month to monitor child's well-being, living situation, and protection concerns, and case worker will provide tracing updates during each visit
- Ensure registration, tracing, follow-up, and reunification forms will be recorded in CPIMS or other agreed information management system within 7 days of the visit.
- After registering a child then begin Family tracing immediately and adhere to regulations of tracing for each child's family which will be undertaken in line with National FTR WG SOP.
- Case worker will meet individually with volunteers at least once every two weeks to review progress and ensure data entry is completed accurately and verified
- Lead FTR follow up by community volunteers at least twice weekly

- Provide follow-up & monitoring visits as often as necessary (absolute minimum of one visit every 3 months)
- Conduct Family Verification & Reunification
- Post-Reunification Follow-up and Case Closure

**Minimum qualifications & experience required:**

- University degree in one of the disciplines relevant to the following areas: social sciences or child development or other relevant discipline(s).
- Training in gender and in Child Protection programmes that promote gender equality and asset.
- Minimum 2 years progressively responsible professional work experience with Government, UN agencies, private sectors at national/international levels in Child Protection (including in child protection in emergency (CPIE)).
- Experience in child protection programming, programme management, capacity development, case management and advocacy on behalf of children required
- Fluency in spoken and written English; Knowledge of local languages of South Sudan
- Maintain confidentiality of information
- Able to create and foster team work
- Willingness to assume additional responsibilities as requested by the immediate supervisor.
- Demonstrated ability to use MS Excel, MS Word and email applications in a professional setting

**Application Procedure:**

- ✓ Application letter and comprehensive CV, **MUST** be received at CARITAS TORIT Human Resources office along Mission Road, Torit EES; not later than **Monday 31<sup>st</sup> July 2017 at 12noon**. Applicants are encouraged to submit their applications & CV's through via the following E-mail address **hr@caritastorit.org** indicating clearly in the subject line (Envelope) the Post Title.
- ✓ NB: Applications received later than the deadline will not be considered. **Only short listed candidates will be contacted.**
- ✓ Due to the urgency of this position, CARITAS TORIT reserve the right to fill this position prior to the closing date.
- ✓ **Female applicants are encouraged to apply**

*Caritas Torit is an Equal Opportunity Employer. Only shortlisted candidates will be contacted for interviews.*

*Canvassing will lead to automatic disqualification*