

FAMILY TRACING AND REUNIFICATION COORDINATOR

NUMBER: CINA/HR3/16012/G.4A

Location :	Juba, South Sudan
Application Deadline :	12-06-2016
Type of Contract :	Service Contract
Post Level :	SC-G.4A
Reporting to :	Child Protection Manager
Starting Date : (date when the selected candidate is expected to start)	17-June 2016
Duration of Initial Contract :	3 months

Background

Community in Need Aid (CINA) is a national NGO working in South Sudan, based in Juba. CINA has been working in Jonglei State Counties of Bor, Twic East and Duk since 2011 to date and in Lakes and Central Equatoria States (Awerial County) since 2015 to date. CINA is currently implementing an Integrated Child Protection Programme, including provision of Family Tracing and Reunification, Psychosocial Support, Monitoring and Reporting Mechanisms, Case Management and Mine Risk Education Services and general child protection in emergencies intervention for children, adolescents and families affected by conflict in the *current* Jonglei, Eastern Lakes and Jubek States. To effectively achieve the programme objectives, CINA is therefore, seeking for a qualified candidate to fill the position of Family Tracing and Reunification (FTR) Coordinator to be based in Juba, with 75% field travels.

The Scope

The Family Tracing and Reunification (FTR) Coordinator coordinates the FTR Teams of the Child Protection Program to implement FTR activities in Juba and Jonglei. The incumbent is tasked with the roving work across the states to support reunification missions; coordinates cases referrals with the National FTR database management agency; assists FTR data clerks in the database case management; undertakes leading role in representing CINA in FTR coordination meetings. FTR Coordinator participates in all field visits to CINA's locations of IDPs/returnees and host communities (including Juba POC 1&3, Bor, Twic East, Duk, Mingkaman) by organizing, coordinating, and supervising the delivery of FTR services. The incumbent develops and maintains contacts with local authorities or other external interlocutors at various levels independently as well as monitoring and making available the stock of FTR tools (FTR forms, CPIMS, smart phones, laptop, etc.)

Primary duties and responsibilities

In co-ordination with the Child Protection Coordinators, FTR database managers, FTR Officers and with the support of other tracing team members performs:

- Assists in planning the FTR targets and implementing FTR program activities
- Coordinates tracing action, follow up and reunification exercises for individual cases of UASC;
- Facilitation of family links services (e.g. establishing phone calls and letters exchange)
- Identification and referral of FTR cases to FTR teams for coordinated case management;
- Lead reunification missions to any location in South Sudan
- Manage and direct cases referrals and cases transfers to and from CINA as appropriately as possible.
- Creates and manages CINA's central FTR database at national level
- Provide continuous on job- training and mentoring support to FTR officers, FTR database clerks and FTR caseworkers
- Coordinates with SCI and UNICEF on technical issues related to CPIMS/RapidFTR and updates CINA's

database and FTR staff as appropriate

- Represent CINA in all FTR coordination meetings and conferences and advise CINA’s senior management on new updates and necessary action points.
- Work hand in hand with UNICEF FTR specialist to improve team development in FTR case management, staff supervision, timely and quality reporting and accountability to beneficiaries
- Participate in field visits during Child Protection Rapid Assessments, RRM missions or other needs assessment and write report and contribute to them
- Review the weekly FTR summary updates, 5 W matrix FTR reports, FTR weekly and monthly reports to partners to ensure quality of reporting
- Organize case management conferences for the most complex UASC cases at least once in a month as to mobilize management efforts, and to share experiences for best practices
- Contribute to quarterly and yearly CINA’s strategic Work Plan for the Child Protection Program
- Perform any other task that may be assigned to her/him by the supervisors

Statement of Skills, Knowledge and Abilities

- Bachelor Degree in Statistics, Computer Science, Community Studies, Social Work or related disciplines.
- Strong technical knowledge in key areas of child protection such as children in conflict, child recruitment by armed forces, separated and unaccompanied children, orphaned and vulnerable children, sexual and gender-based violence, child marriage and child labour and child abduction.
- Must have strong and polished interpersonal, written and oral communication skills.
- Well updated knowledge of computer software applications and database management tools
- Fluent in speaking English and Arabic
- Database management experience (to be prepared to utilize Catalyst).
- Able to work with a variety of populations, including 5-12 year olds, 13-17 year olds and 18 years and up.
- Flexible; possessing the ability to wear different, “hats” on short notice and readiness to working in ‘hard-to-reach areas’.
- Acquaintance with knowledge of IDPs situation and movements in South Sudan, including the populations living in the POCs

How to Apply:

Please send your application and CV with accompanying documents of credentials to the office of CINA South Sudan in Juba, Munuki Block C, Juba South Sudan or electronically cinahr.cina@gmail.com and [cc: machuorcina@gmail.com](mailto:cc:machuorcina@gmail.com), by June 12, 2016 at 5:00 pm promptly.

Female candidates are strongly encouraged to apply.

Important: CINA is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced past crime record checks, qualifications and experience checks and satisfactory references and will have to sign CINA’s Child Protection Policy as they take their job offers.