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 09 MAY 2017  
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**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No: MBN-2017/1/5/4**

**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 grater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 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 and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Community Services Officer
Report to:	Senior Officer (Camp Management)
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depend on funding availability
Employment Start Date:	As soon as possible
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	29 <sup>th</sup> May 2017

**Purpose of the post**

- The Community Services Officer is responsible for the implementation of Camp Management activities in the camp and supervision of Field Assistants. The job will entail building effective collaboration with a diversity of stakeholders, ranging from community leadership structures in the camp, humanitarian partners, as well as host communities and local authorities. The Officer reports to the Senior Officer and supervises the Camp Management and Field Assistants (Community Services).





## Responsibilities and Tasks

- Direct supervision of Field Assistants
- Implementation of monthly activities based on the yearly plan
- Liaison with community leaders and representatives
- Coordination of sectoral committees activities
- Supervision of camp service monitoring activities
- Supervision of village level meetings
- Organization of events, surveys, assessments, and FGDs.
- Completion of monthly reports
- Provide active support in the organization and implementation of large scale activities like Distribution, registration, relocation.
- Respect the principle of confidentiality and do no harm at all times;
- Performed any other Duties Assign by the Camp Manager or Senior Officers.

## PERSON SPECIFICATION

### Qualifications and Experience:

- Secondary certificate minimum
- Diploma / Bachelor degree desirable.
- Previous experience working of INGO/UN agency and in an emergency setting.
- Min. 2 years of experience in similar job or related Job
- Good computer skill especially in MS Word and MS Excel.
- Knowledge of MS Access desirable.
- English (Professional Working Proficiency)
- Arabic (Professional Working Proficiency)
- Local languages (Uduk/Ingassana, etc.) – Desirable

### 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 [jobs.southsudan@drc-ssudan.org](mailto:jobs.southsudan@drc-ssudan.org) copying [cm.doro@drc-ssudan.org](mailto:cm.doro@drc-ssudan.org) OR

Submit your hard copy application to the Human Resource department to the attention of Finance, HR & Admin Manager DRC-DDG Office in Maban

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.southsudangoforum.org/boards/index.php?board> for other suitable opportunities.

