

EXTERNAL VACANCY ANNOUNCEMENT**Vacancy No. JUB 2023/03/05/0001****Who we are:**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of 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 (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC 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 is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

DRC Seeks to Recruit:

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| Position Title | Risk and Compliance Intern |
| Reports to | Finance Manager |
| Duty Station | Juba |
| Contract Type | Internship |
| Employment Start Date | As Soon as Possible |
| Salary | According to DRC Salary Policy |
| Eligibility | South Sudanese Nationals Only |
| Advertisement Closing Deadline | 22nd May, 2023 |



Overall purpose of the role:

- To assist the support services and grants management teams in ensuring all operations are implemented within acceptable DRC and donor guidelines.

Key Responsibilities.

- Conduct reviews and spot checks of the support function i.e. HR and admin, finance unit and supply chain function to assess their compliance in accordance to DRC and Donor requirements.
- Facilitates audits and verification exercise conducted by external parties i.e. by retrieving support documents for the samples.
- Support finance by scanning of finance vouchers, naming the scan soft copies and upload them onto shared point.
- Follow up of audit recommendations.
- Any other responsibilities that would be assigned by the manager.

PSEA and AGD

- Foster a working environment that promotes the protection from sexual exploitation and abuse of all persons of concern that DRC serves as well as DRC
- Engage in PSEA initiatives such as trainings and promote the prevention of SEA including through understanding and utilizing as appropriate PSEA reporting mechanisms
- Uphold DRC commitment to Protection from sexual exploitation and abuse commitment to promoting AGD

Include statements which refer to AGD in work collaborations and reporting

Experience and technical competencies:

- Knowledge of accounting processes
- Qualification in MS Soft packages, emails and other IT packages

Education:

- At least a Diploma or Degree in business administration, Bachelor degree in accounting and or finance from a recognized institution.



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| <p>Languages:</p> <p>Excellent Communication skills in English required.</p> | <p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> |
| <p>Key stakeholders:</p> <ul style="list-style-type: none"> • DRC staff • Auditors | <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation. • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values <p><i>Find the definition of DRC's Core competencies here</i></p> <p>Basic: I master the essentials, but may at times need help from others</p> <p>Advanced: I can work independently at full professional level.</p> <p>Expert: I am the go-to person when others need help.</p> |

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through ssd-jobs@drc.ngo OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Juba or to any DRC field offices.

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

Further information

Please note, as this position is urgent, applications will reviewed on a rolling basis and interviews held prior to the advert 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://comms.southsudanngoforum.org/> for other suitable opportunities.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.

Safeguarding: DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

