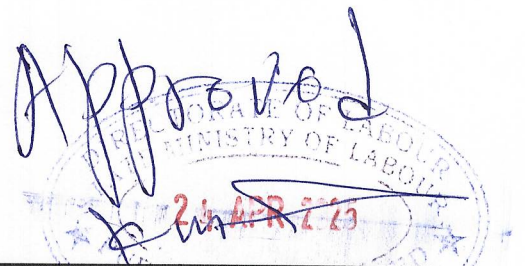




South Sudan
Red Cross



JOB ADVERTISEMENT

Job Title:	Emergency Preparedness and Response (EP&R) Officer
Duty Station:	Juba Branch
Reports To:	Head Of Branch
Job Open Date:	24 April 2025
Job Closing Date:	6 May 2025

ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 192 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and in November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 18,000 volunteers and 2,000 members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

SUMMARY JOB PURPOSE

The job holder will assess the situation awareness at the branch level related to disaster risks, report the same to the disaster management team, plan and respond to emergencies as they occur.

JOB DUTIES AND RESPONSIBILITIES

- Lead in the conduct of assessments in emergencies by reporting to the EP&R coordinator surveys and needs
- Develop and maintain good knowledge on the general situation in the Branch.



- Interpret and enforce the movement's fundamental principles and volunteer policy.
- Provide punctual updates and list of inventories monthly to the headquarter on availability of EP&R equipment's in the branch and advises the HQ in acquisition or replacement of broken equipment's.
- Monitor and evaluate the efficiency and effectiveness of EAT volunteers services,
- Monitor all project activities by regular field-visits to SSRC/EAT units, to produce activity reports.
- Ensure early financial accountability for EPR/DRR activities funds after the completion of the activity at the branch
- Participate in project proposals development to enhance food security.
- Provide early warning information on current or anticipated developments in preparation for a potential response from the SSRC.
- Participate in inter-agency and coordination meetings relating to Emergency Action Team (EAT)
- Mobilize the activation of DM volunteers during an emergency.
- Train and promote the spirit of teams work among the **Emergency Action Team** (EAT) Volunteers and other project staff at various levels
- Participate in and support the delivery of emergency /disaster preparedness and response trainings.
- Monitor and evaluate the efficiency and effectiveness of EAT volunteers 'services, this involves the ability to plan, assign, direct and review the work of EAT volunteers.
- Monitor all project activities by regular field-visits to SSRC/EAT units, to produce timely monitoring, narrative and activity reports.
- Produce monthly and activity report timely to head of branch.
- Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and levels of work assigned and are not necessarily all- inclusive.

POSITION REQUIREMENTS

- Degree in disaster risk management, Public Health, Social science (Economics, Social Work and Social Administration, Development Studies), or a related field
- At least 3 years' experience in a similar field and environment.
- Experience managing and supervising of teams in an emergency context.
- Experience of report-writing, planning, and managing a budget.
- Basic training and first aid skills.
- Stakeholder management skills
- Community Engagement and Accountability (CEA)
- Skills in Emergency response needs-Assessment.
- Excellent understanding of Red Cross and Red Crescent movement fundamental principles & values.

- Essential computer literacy (Words, Excel, Internet / social media).
- Project proposal writing.
- Collaboration and coordination
- Excellent communication skills (Verbal and written)
- Problem solving skills and be flexible.

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position and location you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross Headquarters. Plot #4, Block Ministries, Munuki Area, Or Juba Branch Gurei Office

Please clearly indicate the position you are applying for on the back of your envelop. You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only candidates with certified copies of academic documents by the relevant public authorities or line ministries will be shortlisted and contacted for an interview and all the applications are not returnable and will remain the property of SSRC.

Disclaimer: South Sudan Red Cross (SSRC) wishes to inform applicants and the general public that we do not charge any fees at any stage of the recruitment process. The South Sudan Red Cross is an equal opportunity employer, committed to transparency, fairness, and integrity in all recruitment processes.

Qualified female candidates are strongly encouraged to apply.

