



South Sudan
Red Cross

JOB ADVERTISEMENT	
Job title:	Early Warning System Program Officer
Job Location	SSRC Bor Branch, Jonglei State
Unit/dept:	Disaster Management Department
Reports to:	Project Coordinator -Bor
Open Date:	21 th May 2021
Closing Date	4 st June 2021



ORGANIZATIONAL CONTEXT

The South Sudan Red Cross (SSRC) is one of the 193 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's headquarters is based in Juba with a total of 17 branches in South Sudan's ten states and a growing network of sub-branches, 54 to date. There are currently 224 SSRC staff members across headquarters and branches and over 14000 volunteers 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 2020 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 and sign and follow a code of conduct.

SUMMARY JOB PURPOSE:

Reporting to the Project Coordinator based in Bor Branch the incumbent will be part of the project team implementing the ECHO funded project: Preparing Vulnerable Communities for Multi-hazard Disasters in Bor County, South Sudan. The Early warning System Program Officer provides a technical oversight of the early warning component of the project. S/He will work with Project Coordinator and HQ technical team to 1) collect and analyze Boma-level early warning information on natural and man-made emergencies; 2) provide recommendations to respond to EW data (i.e. notify Project Coordinator, Danish Red Cross (DRC) Programme Delegate and SSRC senior management, conduct joint assessment, etc); and 3) ensure



dissemination of data and coordination with other actors. The early warning PO will also engage with other early warning actors, participate in cluster coordination meetings, work closely with the Ministry of Humanitarian Affairs and Disaster management to share relevant early warning information and to ensure representation of the needs in SSRC operational areas according to EW data.

JOB DUTIES AND RESPONSIBILITIES:

Coordination of the Community Early Warning System (CEWS) activities in all operational areas

- Provide training and guidance to data focal persons on all issues related to CEWS.
- Take a leading role in the development of CEWS data collection tools.
- Follow up on the submission of CEWS data.
- Undertake validation of CEWS data with project team ensuring strict adherence to required procedures and methodology.
- Participate in regular meetings and training on CEWS and facilitate collaboration with partners and government in the implementation of the CEWS.
- Preparation and maintenance of an inventory of all equipment and materials purchased for the CEWS.
- Supports the development, testing and roll-out of early warning and action methodology, guidance, tools and standard operating procedures.
- Supports the monitoring and analysis of potential crisis-related events and development.
- Ensures up-to-date maintenance of early warning information.

Supports the development, testing and roll-out of early warning and action methodology, guidance, tools and standard operating procedures

- Support to the development, testing, and roll-out of an early warning and action methodology, guidance, tools and standard operating procedures (SOPs).
- Support to the identification of risks and the use of the results of analysis for effective early action.
- Supports the monitoring and analysis of potential crisis (conflicts and disasters)-related events and developments.

Ensures up-to-date maintenance of early warning information

- Creation, maintenance and regular update of early warning information and updating the EOC.
- Support the establishment of database of situation-specific preparedness and contingency plans, including communications and information activities



- Support the establishment and maintenance of a database of risk identification results, methodologies, best practices and lessons learned, which would be available to the EOC for use in conceiving preparedness and contingency plans
- Creation, maintenance and regular update of database to relevant institutions and partners for risk identification and risk management work

Collaboration and Representation

Within the Movement

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with the ICRC, IFRC, DRC and other Partner national Societies (PNS) counterparts and leadership.
- Ensure effective working relationships with technical and service departments at regional and international level

Externally

- Establish and ensure effective relationships with local leaders and Government stakeholders ensure coordination with other INGOs, Civic Groups and UN Agencies
- Represent SSRC with Government and non-government agencies and participate in relevant cluster and working groups meetings.
- In case of emergency, be prepared to contribute to the delivery of an appropriate and timely response.

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values and Code of Conduct.

POSITION REQUIREMENT

- University degree in Disaster Management, Social Sciences, Community Development or related field.
- Further training in programme or project management and other technical fields.
- At least three years of work experience in coordinating and managing project and operations
- At least two years of experiences in community development and volunteer/based operations.
- Excellent computer skills (word, excel, power point).



- Excellent communication skills both written and spoken.
- Financial management experience, including budget development and monitoring.
- Committed to engage others and create ownership of activities.
- Build and maintain effective relationships with team, colleagues and external partners and supporters
- Develop and encourage new and innovative ideas, especially solutions to problems/challenges
- Be honest and encourage openness and transparency in all professional matters
- Good command of written and spoken English and Juba Arabic
- Fluency in speaking one additional local language.



How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position 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, Juba or to **SSRC Bor Branch Office**.

Please indicate clearly 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 shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Deadline for submission is 4th June 2021

Female candidates are encouraged to apply.

Approval for the advert-
approval is here by given
for Advert. W-E-F
21/5/2021
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Ministry of Labour, Public Service and
Human Resource Development
Directorate of Labour
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