



South Sudan
Red Cross



JOB ADVERTISEMENT	
Job title:	Data Protection Officer
Duty Station:	SSRC-Headquarters
Reports to:	RFL Coordinator
Job Open Date:	4 August 2020
Job Closing Date	18 August 2020

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 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 (17) branches and a growing network of units. There are currently over 230 SSRC staff members across the country and approximately 12,000 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 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 Protection Data Officer administers data collected by the SSRC to support its activities on behalf of people entitled to protection under international humanitarian law

DUTIES Applicable to All

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan reflection 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.

JOB DUTIES AND RESPONSIBILITIES

- To administer the Prot 6 & Flextranet case-management IT tool at SSRC
- Carries out data processing; applies and updates data-entry procedures
- Ensures that there is a good quality data-management system by carrying out data controls
- Contributes actively to the daily organization of the protection office
- Contributes to the protection and security of individuals' personal data
- Provides figures on protection activities for external reporting
- Follows up on all work-related messages and correspondence with the relevant contacts and departments
- Aware of the south Sudan Red Cross objectives and has a good knowledge of the Movement and other contacts relevant to the position
- Collects and shares information so as to improve the National Society's understanding of the environment and humanitarian trends and responses
- Represents the National Society in an appropriate way during activities, in meetings and in the field, and avoids any activity that may reflect negatively on the image of the National Society
- Takes responsibility for their own professional learning and development
- Can be assigned with other duties by the line manager

LATERAL RELATIONSHIPS

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with ICRC / IFRC / PNS counterparts and leadership.
- Ensure effective working relationships with technical & service departments at regional & International level

POSITION REQUIREMENTS

- Diploma or Degree in Business Administration
- Basic Red Cross / Red Crescent Training Course to be completed before or within the first month of employment
- 1-2 years' experience of working for a humanitarian aid organization in Sudan / South Sudan in data management
- Red Cross/Red Crescent Experience.
- Good Command in both French and English-spoken and written
- Fluency in Juba Arabic (spoken)
- Fluency in speaking one local language preferred
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Valid international driving licence (manual gears)

- Commitment to the International Red Cross & Red Crescent Movement
- Teamwork
- Perform all duties with the highest level of confidentiality
- Respects and observes staff regulations and rules at all times
- Represents South Sudan Red Cross in a professional manner at all times
- Adhere and understand the South Sudan Red Cross Code of Conduct.
- Integrity & personal conduct

How to apply

Interested candidates should submit their applications, CV, Academic certificates and three references or recommendation letters **before 18 August, 2020** either by email or directly to the address below. **All applications must clearly state the position for which you are applying.**
vacancy@ssdredcross.org or

South Sudan Red Cross Headquarters
Plot #4, Block Ministries, Munuki Area, Juba

South Sudan Red Cross is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all south Sudan nationals, religious and ethnic backgrounds, including persons living with disabilities, to apply to become part of our organization

