



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy No. MAK 2023/18/09/001**

**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:**

Position Title	<b>Shelter and Settlement Assistant (3 positions)</b>
Reports to	<b>Shelter and Settlement Manager</b>
Duty Station	<b>Kodok &amp; Malakal</b>
Contract Type	<b>Standard</b>
Employment Start Date	<b>As Soon as Possible</b>
Salary	<b>According to DRC Salary Policy</b>
Eligibility	<b>South Sudanese Nationals Only</b>
Advertisement posting date	<b>18<sup>th</sup> September 2023</b>
Advertisement Closing Deadline	<b>29<sup>th</sup> September 2023</b>
Mandatory requirement for application	<b>Labour card MUST be attached without which your application will not be considered.</b>

**OVERALL, THE PURPOSE OF THE ROLE:**

Under the direct supervision of the Shelter & Settlement Officer, the Shelter & Settlement Assistant is responsible to provide the required mobilization approach and technical work knowledge to ensure that DRC responds timely to the Shelter & Settlement needs of program beneficiaries with other crosscutting programmatic beneficiaries and stakeholders. The Shelter & Settlement Assistant will implement and evaluate the shelter and construction of work mobilization and community engagement.

*Approved by Acting Director  
of Labour office*





<p><b>CHAIN OF COMMAND</b></p> <p>Under the direct authority of:</p> <ul style="list-style-type: none"> <li>Shelter &amp; Settlement Officer</li> </ul> <p>Functional authority of:</p> <ul style="list-style-type: none"> <li>Project Manager or Sub office focal point</li> </ul> <p>Technical Responsible for:</p> <ul style="list-style-type: none"> <li>Casual workers and owner-driven BNI (Cash for assets)</li> </ul>	<p><b>WORKING RELATIONS</b></p> <p>Internal: Area program team, Area Support service team, Security and Coordination</p> <p>External: SNFI Cluster, Field contractors/suppliers of Infrastructure activities, Community Leaders, Community level local authorities.</p>
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**1. General function and objectives of the position:**

- 1.1. Mainly focus and manage
- 1.2. Improving DRC presence, visibility and Responsible for planning, implementing, following up and supervising DRC Shelter & Infrastructure activities in the project intervention area
- 1.3. Mainly focus to manage grassroots level work and ensure the program by following SHIGTRA (Self-Help Integrated Grassroot Technical Resilience Approach)-Programming strategies and Local engineering method of statements

**2. Main Functions and Responsibilities:**

- 2.1. Supervise technical Staff, the contractor/working group management and coordination including masons, workers etc and liaison with local authorities and field stakeholders to align with local technical standards;
- 2.2. Supervising construction and rehabilitation works, and ensuring works are carried out as per set standards. In particular, Conduct daily visits to the construction sites to:
- 2.3. Provide technical direction to the contractors and ensure that contractor personnel have the required resources, skills and capacity. All contractor deficiencies and failures shall be brought to the attention of the Area Manager and relevant Program Managers.
- 2.4. Ensure the reliability and accuracy of all construction project-related documentation (BoQ's, Construction designs, Construction work plans, etc.).
- 2.5. Mobilize target communities and local authorities and supervise the shelter & Infrastructure committees, ensuring the establishment of the reporting mechanisms required and the participation of the local communities in the regular supervision of the works carried out by the contractor and household leader and local institutions
- 2.6. Ensure cross-program integration, learning, sharing and adoption of best practices for other DRC country and regional programs;
- 2.7. Assessment, survey and implementation of all projects as evaluation and monitoring of shelter & infrastructure rehabilitation and construction work in related community projects in the community base.
- 2.8. Daily site visits, work planning with contractor staff and monitoring and giving technical advice to the field workers and communities
- 2.9. Make sure the Implementation of the projects is according to the approved contractual timetable and weekly/daily work plan.
- 2.10. Trains/guide the skilled / Unskilled workers and SWG/CBO/CDC members and quality, workmanship controls and the volume of work with the number of workers.
- 2.11. In coordination with the selected village beneficiaries, communities/committees, design the related construction systems and ensure technical design adapted to the village's background or situation.
- 2.12. Identify the appropriate method of approach to work daily basis on the site with committee and communities/contractors and select the construction locations, ensure the safety, stabilities, DRR measures and appropriate of the related shelter & Infrastructure activities.
- 2.13. Provide technical guidance and maintenance of the constructions to the contractor/supplier/committees and communities.



- 2.14. Follow the Shelter & Infrastructure construction checklist for all activities of each site.
- 2.15. Coordinate closely with local authorities, village leaders, committees and other stakeholders for the smooth running of Shelter & Infrastructure construction sites.
- 2.16. Follow the payment process and measure all the work done and monitor the contractor/supplier resource management according to the agreed framework.
- 2.17. Ensure that all project activities are in accordance with budgetary constraints as per the agreed bid rate and specification by the contractor /supplier
- 2.18. Ensure the Shelter & Infrastructure works are implemented in line with design, drawing and Specifications /donor proposals and requirements and in accordance with country and international standards
- 2.19. Managing the contractor/suppliers and team leaders, agreed in work plans, indicators and reports and ensuring they are properly trained and equipped to do their tasks
- 2.20. Problem-solving activities related to a defined area, such as a limited geographical area or limited programme sectional area using professional or technical knowledge
- 2.21. Keep and share to line manager all the activities-related records (cash grant, payments, milestones and physical progress) within the target locations
- 2.22. Make sure compliance and transparency mechanisms along with the MEAL department
- 2.23. Prepare the weekly plan belonging to the field team and share it with the Line manager.
- 2.24. Prepare weekly reports to the Line manager detailing progress and challenges.

### 3. Program-related functional support with SUPPORT SERVICE

- 3.1 Program side inputs to assist wherever needed
- 3.2 Maintain and update program files in the field office
- 3.3 Review and confirm all payment /completion of the works as line manager guidance/ finance procedures
- 3.4 Participate/Analyse verification of the deliveries/items/services as per program requirement as per the line manager's guidance



### 4. Others


- 4.1 Adhere to DRC Shelter & Settlement and Infrastructure global standards
- 4.2 Ensuring that gender equivalence/equity policy is implemented at all program levels and in all aspects of the programme activities.
- 4.3 Devising a lobbying and communications strategy for those areas where it is necessary to influence other parties, locally, nationally and internationally, and to advise the line manager and Country Representative.
- 4.4 Any other task as assigned by the line manager.
- 4.5 Ensure good communication with beneficiaries, local partners and local authorities at the field level  
Represent DRC at relevant coordination meetings under the request of the Coordination

### 5. Experience and technical competencies:

- 5.1 South Sudan nationality
- 5.2 As authorized project management experience in the relevant sectoral field.
- 5.3 Minimum of 3 years of experience in the field and Strong analysis skills (qualitative and quantitative)
- 5.4 Previous experience in Shelter and Infrastructure/building/road and sanitation project management, implementing such projects within agreed timescales and budget limitations
- 5.5 Previous experience in advocacy activities related to community base infrastructure and sanitation activities
- 5.6 High motivation and desire to work with local communities;
- 5.7 Ability to work independently while being a strong team player and Goal oriented, with the ability to work under pressure, independently
- 5.8 Commitment to gender equity and preferred
- 5.9 Familiarity with basic Computer packages (Word & Excel) and any other engineering programs are preferable.



- 5.10 Ability to travel to the field/provinces, according to the requirement of DRC intervention areas within South Sudan.
- 5.11 Politically and culturally sensitive with qualities of patience, tact and diplomacy
- 5.12 Previous significant experience working with partners and local government

<p><b>Education:</b> (include certificates, licenses etc.)</p> <p>Higher diploma in Civil/Building/Construction engineering or any degree (mandatory) with humanitarian experience.</p>	<p><i>Find the definition of DRC's Core competencies <a href="#">here</a></i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> <li>• <b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li>• <b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li>• <b>Taking the lead:</b> you take ownership and initiative while aiming for innovation.</li> <li>• <b>Communicating:</b> You listen and speak effectively and honestly.</li> <li>• <b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul>
<p><b>Languages:</b> (indicate fluency level)</p> <p>Excellent communication (spoken and written) skills, including the ability to explain and present technical Information-English and national languages and Arabic is a plus</p>	
<p><b>Key stakeholders:</b> (internal and external)</p> <p>Refugees and refugee representatives, Shelter Sectoral Committees, Donors (UNHCR) and NGO partners</p>	<p><i>Find the definition of DRC's Core competencies <a href="#">here</a></i></p>
	<p><b>Basic:</b> I master the essentials, but may at times need help from others</p> <p><b>Advanced:</b> I can work independently at full professional level.</p> <p><b>Expert:</b> I am the go-to person when others need help.</p>

**How to apply:** Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Malakal 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 be 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.

