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Danish Refugee Council  
Juba Country Office  
Addis Ababa Road, Next to  
UNICEF, Juba, South  
Sudan



Approved  
22/09/2022

### INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. JBA 2022/22/09/0004

#### Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works 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, based on 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 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 Unity states, Central Equatoria, Western Bahr El Ghazal and the Upper Nile region. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

<b>Position Title:</b>	Emergency Officer (FSL focused)
<b>Reports to:</b>	Emergency Project Manager
<b>Unit/ Department:</b>	Mobile Response Team (MRT)
<b>Location:</b>	Juba – Roving
<b>Employment category</b>	Fixed Regular contract
<b>Eligibility:</b>	South Sudanese National Only
<b>Employment Start Date:</b>	As soon as possible
<b>Salary</b>	According to DRC salary policy – Non-negotiable
<b>Advertisement Closing Deadline</b>	11 <sup>th</sup> October 2022



### **Overall purpose of the role:**

In response to the evolving context of South Sudan, DRC is enhancing its mobile emergency response capacity through increase of its mobile teams to address protection risks through protection-centered multi-sector assistance. As part of the mobile, the Emergency Officer will undertake rapid multi-sectoral needs assessments with food security and livelihoods components, in communities affected by new shocks or displacements. His/her role will be to identify the food security and livelihood needs among the crisis affected populations by obtaining information through focus group discussions, direct observation, and key informant interviews with those affected. S/he will at anyone point also be required to support the S/NFI team in conducting emergency humanitarian interventions where applicable. The Emergency Officer will be responsible for supporting and coordinating the distribution of emergency food assistance, either cash or in-kind, and emergency livelihood inputs including S/NFIs. This person also works closely with all MRT colleagues as part of a multi-sectoral team collecting necessary humanitarian data to inform multi-sector assessments with a focus on Emergency to manage the implementation of emergency FSL/SNFI response activities, ensuring humanitarian and protection principles including COVID-19 prevention measures are upheld and that the affected population participates as fully as possible throughout the project cycle; and participates in ensuring necessary technical, logistical, financial, and administrative procedures relating to MRT mission preparation and close-out are completed in full compliance with DRC rules and procedures.

### **Responsibilities**

#### **Assessment and Response mobile missions:**

- Under the supervision of the Emergency Project Manager, ensure efficient and rapid mission preparation is done including undertaking logistical arrangements, ensuring correct equipment and inventory is in place for rapid deployment, including preparation of mission ToRs and other relevant documents.
- Conducting food security analyses and multi-sector rapid needs assessments, gathering and organizing humanitarian data on FSL and nutrition in emergency using a variety of methods including, key informant interviews, transect walks, direct observations and FGDs.
- Be responsible for the implementation of the assigned emergency FSL items, other emergency items distribution including SNFI and protection project ensuring timely and high-quality project delivery in often complex and challenging field operating environments;
- Hire and supervise casual workers (such as enumerators and community mobilizers) for assessment and response missions, ensuring work is delivered according to agreed time-frames and abiding by DRC's Code of Conduct and Disciplinary Procedures;
- Adhere to correct safe and accountable distribution procedures and tools, instructing and training casual staff on the same;
- Liaise with key stakeholders including local authorities, community leadership, and the affected population in a professional and mature manner and in accordance with humanitarian principles;
- Ensure that activities in the field are in line with humanitarian principles and the do-no-harm principle, and work to ensure, to the fullest extent possible, that the protection of the affected population is centered throughout all assessment and response activities in close coordination with Protection colleagues or being a part of protection team where needed;



- Under the supervision of the Team Leader, ensure that all minimum documentations for hiring of casual workers, cash disbursement and maintain beneficiary records and distribution lists in the field is completed in line with DRC and donor rules and procedures;
- Need to fully comply with COVID-19 prevention measures at all-time including Hand washing, social distancing, use of Mask with no hand-shake policy and gloves where appropriate.
- Under the supervision of the Emergency specialist and Emergency Team Leader, accountable for FSL/ SNFI items in the warehouse with the in-out record under different donors.
- Have complete knowledge of and fully adhere to all DRC MRT safety rules and procedures in potentially insecure, risky, and complex field operating environments.

#### **Coordination and reporting:**

- Ensure that full and accurate records are kept of all assessment data and response data, processing information and documentation of assessment and response reports in a timely manner in coordination with emergency team leader and other team members if needed;
- Report any information on emerging humanitarian needs and context developments received to MRT Manager;
- Coordinate with other DRC teams, humanitarian partners, and local authorities on assessment and response missions to ensure that activities are complementary with existing humanitarian interventions.
- Provide inputs into procurement planning for FSL/SNFI activities under the supervision of the Emergency specialist and Emergency Team Leader.
- Coordination with DRC Warehouse for effective FSL/SNFI items release and delivery for field missions.

#### **Monitoring and evaluation:**

- Ensure that feedback mechanisms for assigned projects are put in place during and after interventions;
- Conduct post-intervention monitoring (on site and remotely) for assigned projects, ensuring full and accurate records are kept of data gathered in close coordination with the Monitoring & Evaluation (M&E) team.
- Responsible for writing both assessment and response reports including documentation of lessons learned and best practices to inform future programming.

#### **Accountability to Affected Populations (AAP):**

- Make recommendations to line manager on improvement of assessment and response relevancy, efficiency, appropriateness, timeliness, and accountability, in general and in particular in regards to COVID 19, to inform future design of mobile responses;
- Ensure that recommendations are implemented, ensuring continuous improvement of responses and operations;
- Ensure, wherever possible and appropriate, that all age and gender groups within the affected population can participate fully in project design and implementation;
- Ensure correct application of all accountability, protection mainstreaming, and gender protocols during assessment and response missions.



**Experience and technical competencies:**

**Essential:**

- Minimum two years' experience in FSL focused role with a humanitarian agency in South Sudan.
- Demonstrated field experience, including in insecure and fragile contexts.
- Experience in managing FSL activities and S/NFI distribution.
- Ability and willingness to live in potentially remote and possibly insecure field environments, where living conditions may be basic.
- Proficiency in MS word, outlook, and excel.
- Team player, professional and mature attitude.

**Desirable:**

- Prior experience in mobile emergency response is desirable.
- Remains productive when under pressure with the ability to prioritize effectively, and respects and adheres to deadlines
- Able to work in a variety of environments and is prepared to conduct field missions for several weeks at a time, often overnight, to remote locations with few amenities
- Experience conducting multi-sectoral rapid assessments in South Sudan.
- Good reporting skills and fluency in English
- Knowledge and experience in cash-based transfers is desirable.
- Knowledge of Microsoft Word, Excel and Outlook application software
- Strong relationship building / interpersonal skill;
- Positive attitude, Energetic and interested

**Education:** (include certificates, licenses etc.)

- Minimum Diploma/Bachelor degree in a relevant discipline (Agriculture, Agribusiness, Development Studies) or at least minimum 3 years' experience in relevant field.

*Find the definition of DRC's Core competencies [here](#)*

All DRC staff should master the 5 core competencies:

- **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

**Languages:** (indicate fluency level)

- Excellent level of English, both spoken and written
- Good level of Arabic (Juba Arabic)
- Fluency in at least one or more local languages including but not limited to Dinka, Nuer, Mundari, Murle, Zande.



<p><b>Key stakeholders:</b> (internal and external)</p> <ul style="list-style-type: none"> <li>▪ Key external stakeholders such as RRC;</li> <li>▪ DRC Supply Chain department</li> <li>▪ DRC Finance and Administration departments</li> <li>▪ Emergency Team Leader (MRT)</li> <li>▪ All MRT team and Program Support Specialist (MRT)</li> </ul>	
<p><b>Last updated:</b> (date and Name)</p> <p>Wudu Richard 20<sup>th</sup> September/2022</p>	

**How to apply**

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo)

**OR** Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC office in Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

*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

**NOTE:** Only short-listed candidates will be contacted.

