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Approved by labour
office: M/PS & HRD
[Signature]

**VACANCY ANNOUNCEMENT:
Senior CCCM Officer**

Position: Senior CCCM Officer
Reporting: CCCM Project Coordinator
Duration: 6- Months (renewable)
Date of Issue: 13/September/2019
Date of Closure: 2/October/2019
Job title: Senior CCCM Officer

1. Organization Description:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. Its activities range from emergency relief to development projects. ACTED South Sudan is currently looking for one (1) qualified candidate for the position of Camp Officer for its activities in UN House IDP Site, Juba.

2. Responsibilities (in order of importance):

a. Camp infrastructure

- Conduct regular assessments on the general condition of the camp and camp infrastructure (roads, community building, bridges, fencing etc);
- Submit reports (both verbal and written) to the Camp Manager/Officer on findings and recommendations related to camp infrastructure and camp conditions;
- Supervise all camp management infrastructure projects including hiring and supervising casual labour, preparing necessary tools and equipment and submitting order requests for materials to the Camp Manager/Officer.
- Conduct ad hoc assessments to support other NGOs within the camp upon the request of the Camp Manager/Officer;
- Participate in the set-up and regular monitoring of the camp market areas (management of the market committees, verification of the documentation of shop owners etc.)
- Monitoring of flooded areas within the camp
- Participate in space management of both zone E and other zones and, if needed, support the movement of households;





b. Information management

- Collect data relative to the camp either from IDPs (traditional leaders, committees etc.), NGOs and / or local authorities;
- Participate in assessment / baselines conducted by either REACH or AMEU team in the camp;
- Undertake mapping activities, including using GPS, upon request from the Camp Manager/Officer.

c. Vulnerability

- Identification of cases of vulnerability within the camp through outreach work and community leaders with timely reporting to the Camp Manager/Officer;
- Coordinate assistance on vulnerability at camp management events (food distribution, NFI distribution, registration, etc) upon request from the Camp Manager/Officer;

d. Camp management structures (committees etc.)

- Participate in meetings at site level upon request from the Camp Manager/Officer;
- Take minutes of meetings at site level upon request from the Camp Manager/Officer;
- Participates in the mobilization of the committee members when necessary;
- In coordination with the community mobilization department, participate in the information/sensitization of the camp population through the mobilization of camp leadership;

e. Camp management tools

- Participate in the daily running of the Camp Complaint mechanism upon request from the Camp Manager/Officer;

f. Relocation / New arrivals reception

- Participate in the relocation exercises between IDPs site;
- Ensure the reception of new IDPs in the site following the different pre-agreed processes such as verification of master-list, sensitization, allocation of plots, etc.
- Ensure particular attention is paid to the most vulnerable individuals throughout the whole relocation process;
- Ensure the new arrivals are identified and receive adequate support from partners when necessary;





g. Others

- Provide translation of various documents (reports, minutes, beneficiary lists, information signs, etc) upon request of the Camp Manager/Officer;
- Provide support to the community mobilization department in the organization of events at site level;
- Support with external visits when necessary, upon request from the Camp Manager/Officer.
- Perform any additional task as requested by the Camp Manager/Officer.

QUALIFICATIONS:

- Diploma / Bachelor Degree in Community Based Development, Social Work, Education and related field.
- Proven experience in Social work activities department of at last two years.
- The Employee acknowledges to know ACTED'S Charter and Regulations and Compromises to act accordingly.
- Strong problem solving analytical, reporting and communication skills
- A demonstrated ability to Multi-task, prioritize and process information into action.
- Ability to work with Microsoft word, Excel, Power Point and outlook.
- Fluency in English (oral and written) Knowledge Arabic Language is an asset.

Additional Preferred Qualifications:

- Management of financial budgets and handling of cash
- Experience in mobile responses (can be from other sector)
- Previous experience in camp management and camp coordination

I have read and understood the job description and I agree to perform the duties stated herein to the best of my ability. This Job description can be updated during the time of the contract.





ACTED

Agency for technical cooperation and development.

APPLICATIONS:

Please hand in a CV and cover letter Detailing how your experience and skills match this position, ACTED main office in Hai- cinema behind concord hotel not later the **October 2nd by 5: 30 pm** or email: Equatoria.admin@acted.org

Applications will not returned so apply using your document copies and only shortlisted candidates will be notified. Also indicate the post you applied for clearly on you envelop your contact and name.

