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Approved by  
S. Inspector



JOB ADVERTISEMENT	
Job title:	Head of Branch
Location:	SSRC Torit Branch
Reports to:	SSRC Secretary General
Job Open Date:	25 <sup>th</sup> February 2022
Close Date:	15 <sup>th</sup> March 2022

### Organizational Background:

The South Sudan Red Cross (SSRC) is one of the 192 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 9<sup>th</sup> 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 (21) branches and a growing network of units. There are currently over 230 SSRC staff members across the country and approximately 14,000 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

### Job Summary

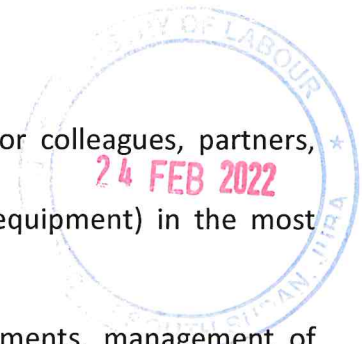
The overall purpose of the job is to oversee the operations/activities of the South Sudan Red Cross in the branch and Coordinate Humanitarian and Development work of the Society with the Local authorities, stake holders and the Beneficiaries.

### Main duties and responsibilities

#### Budget management

- Responsible for the overall management of the South Sudan Red Cross Branch Office
- Manage budgets and ensure that good financial systems and procedures and practices are carefully followed.
- Implement effective financial analysis and control of SSRCS funds to ensure that they are disbursed in accordance with the regulations and to the maximum benefit of the SSRCS and partner operations and programmes in favour of the beneficiaries.

- Act in an honest, transparent, and accountable manner for colleagues, partners, beneficiaries and the society.
- Utilize SSRCS materials and property (vehicles, fuel, and equipment) in the most resourceful way.



#### **Resource management**

- He/she is responsible for project Proposal writing, assessments, management of assets, management of HR
- Within SSRC Resource mobilization framework he/she is expected to support the branch to mobilize resource for the development purpose.

#### **Coordination within SSRC**

- Participate in branch meetings
- Actively contribute to constantly raise the strength of the SSRC branch office
- Coordinate activities with all branch officers
- Ensure proper coordination with all movement partners in the County: SSRC, ICRC, IFRC and supporting national Red Cross / Red Crescent societies.

#### **Coordination with stakeholders**

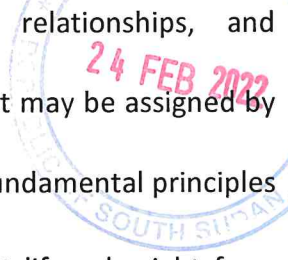
- Represent the SSRC in the forum at state level or any other relevant forum
- He/she keeps constant contact and dialogue with the population self-responsible stays up to date with humanitarian needs in the sector, follows up interventions, link communities with the local Red Cross volunteers
- Coordinate with other agencies, whether governmental, intergovernmental, or non-governmental organizations involved in programmes or projects like those of SSRCS to avoid unnecessary duplication.
- Promote the growth of the Society in the Region of operation establishing local branches/units where necessary.
- Support membership and volunteer recruitment and management.

#### **Reporting**

- He/she reports regularly to the management.
- He/she reports regularly to line manager in Juba
- He/she self-responsible reports all information or events that do not fall under the regular reporting to the branch management
- He/she provides all relevant data to enable other SSRC officers to fulfil their duties and cooperates with them in assessing information (e.g. in case of disasters)
- Compile monthly (including the project reports) / situational reports
- Prepare annual and monthly programs plans in collaboration with the partners National Society.
- He/she reports all relevant information regarding the branch activities to the public authorities
- He/she reports to the local coordination bodies at the county and state level

#### **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.

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- Ensure understanding of roles, responsibilities, lateral relationships, and accountabilities.
  - Perform any other work-related duties and responsibilities that may be assigned by the supervisor/ line manager.
  - Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.
  - Ensure that communities are engaged throughout the project lifecycle right from the initial of the project by providing them with opportunities to participate, receive complaints and feedback and provide response.
  - Ensure communities receive timely, accurate and relevant information about disaster preparedness and emergencies
  - Identify and use the best communication channels to provide communities with relevant and actionable life-saving information
  - Adapt innovative approaches to better understand and engage with communities on key health and behaviour change issues
  - Strengthen communities' capacity to be able to voice issues affecting them and the needs in meetings, workshops with decision and policymakers

### **Customer Interaction and Problem Solving**

- Must maintain high ethical standards and ensure conscientious, courteous, and enthusiastic attitudes towards internal and external clients, and the public in general.
- Must make customer's needs a high priority in face-to-face or telephone contact.
- Must consistently deliver service in a timely, accurate, professional, and friendly manner.
- Must demonstrate a high level of problem-solving skills and abilities.

### **Qualifications and Requirements**

- University Degree or master's in public health, Health service management, Environmental Health, Water Engineering, Civil Engineering, Epidemiology, Public administration with previous health background will add advantage.
- Minimum 3 years of experience working in a role with community involvement or community health projects including staff management experience.
- Demonstrated experience in dealing with the public in a problem-solving capacity.
- Previous experience with the Red Cross / Red Crescent movement
- Previous work experience with an I'NGO or in the humanitarian sector.
- Ability to work independently and as part of the team while adapting to fluctuating workloads.
- Previous experience in operational oversight, with planning, reporting, and resource management
- Previous experience in programming or project management Must always represent the SSRC in a professional manner.
- Demonstrated experience in managing and supporting staff and volunteers
- Demonstrated ability to meet and exceed established goals.



- Excellent written and verbal communication skills.
- Familiar with the staff and project managements sector in Rumbek and South Sudan in general
- Familiar with preparedness and respond to health in emergency
- Familiar with health projects management and administration in general
- Familiar with the locally used water sources and infrastructure (water yards, hand pumps, protected wells,)
- Familiar with hygiene promotion and sanitation approaches (CLTS, PHAST, PHASTER and CHAST) and technical skills for both long term development and emergency response
- Ability to provide trainings, education, and presentations to SSRC officers, volunteers, community leaders and government authorities
- Familiar with household water treatment techniques and water quality testing
- Extensive skills and demonstrated abilities in building strong relationships with community leaders and other key stakeholders.
- Must be computer literate—proficient in Microsoft Word, PowerPoint, and Excel database software.

### **How to apply:**

Interested applicants should submit cover letters along with CVs, 3 professional referees and Copy of National ID and Certificates including daytime telephone contact to the email below: [vacancy@ssdredcross.org](mailto:vacancy@ssdredcross.org) Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to the South Sudan Red Cross Society Head Quarters Office at plot #4, Block Ministries, Munuki Area. And please clearly indicate the position you are applying for on the back of envelope.

Please arrange your documents in the following sequence as shown below. Failure to follow this order may result in your application being disqualified.

1. **Cover Letter**
2. **Curriculum Vitae (CV) or resume**
3. **Copies of Certificates and National ID**

**Please Note**, only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.