



NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN

VACANCY ANNOUNCEMENT

JOB TITLE: Project Officer-ICLA
DUTY STATIONS: 1 Duk, Jonglei)
REPORTING TO: ICLA Coordinator
STARTING DATE: ASAP
DURATION: 8 Months
SALARY: Attractive as per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization's values. to be **dedicated, innovative, inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

The ICLA and protection project, like other NRC programmes, is designed to provide protection and durable solutions for IDPs, refugees and returnees in South Sudan, thereby contributing to the improvement of their living conditions and the development of viable and sustainable solutions.

1. Role and responsibilities

The Project Officer is responsible for coordination of the **Information, counseling and legal assistance (ICLA)** activities in the field office.

Generic responsibilities

The responsibilities depend to some degree on the existing organizational chart of the Country Office and the size and complexity of the operations. If these responsibilities are not reflecting the reality of the field operations, the COs can adapt the content as long as the structure and style are the same. Details shall be incorporated in the Work- and Professional Development Plan and not be included in the JD.

1. Coordinate the ICLA activities according to strategy, proposals, budgets and plans
2. Ensure adherence to NRC policies and donor requirements
3. Involve and inform communities and community leaders about the activities
4. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
5. Coordinate with relevant partners
6. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
7. Train and develop team
8. Prepare periodic progress reports and other documents as required
9. Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of the activities

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly. The line manager drafts the specific responsibilities and sends them to his/her line manager for approval.

- Responsible for conducting regular assessment and regular monitoring in IDP and host communities where disputes exist or may arise over access to land, water and/or essential services, through key informant interview and focus groups, ensuring that assessment and monitoring forms are accurately filled, securely stored paying attention to client confidentiality and do-no-harm principle
 - Implement routine HLP assessment and raise awareness on security of tenure where ICLA beneficiaries are accessing transitional shelter assistance
 - Be responsible for planning, implementation and evaluation of community sensitization campaigns on available services, peaceful co-existence and human rights and including CDR/ trainings/coaching's
 - Report on progress and challenges in the implementation of activities to the ICLA Project Coordinator through preparation of weekly activity report and preparation of monthly report to the ICLA Project Manager
 - Ensure that ICLA project Coordinator is informed of, by the relevant deadline of any movement to the field sites planned for the following week so that they can be incorporated into weekly movement plan
 - Ensure that various procurement and finance related forms are prepared accurately prior to their submission to ICLA Project Coordinator, ICLA Project Manager/ Area Manager for approval ie, purchase request, cash advance request, accountability forms, stock request etc.
 - Adhere to NRC security and client confidentiality policies and report incidents to Project Coordinator immediately
 - Contribute to monitoring and evaluation of ICLA projects and suggestion for improvement where warranted
 - Ensure good cooperation and exchange of information with NRC colleagues in Jonglei including those support departments
 - Upon direction from ICLA Project Coordinator of manager represent NRC in professional manner in meetings with government authorities, humanitarian partners and beneficiaries' communities
 - Perform any other task as assigned by the ICLA Project Coordinator
- Experience in report writing
 - Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options

3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies for this position:

- University Degree relevant to law, social sciences, or related field
- At least 3 years of proven ICLA and Protection experiences in humanitarian settings
- Previous experience from working in complex and volatile contexts
- Excellent analysis and report writing skills
- Strong organization skills
- Proven experience in training, including development of training materials
- Ability to quickly develop good insight and understanding of the context, human rights situation and the political environment of the program country

- Documented results related to the position's responsibilities
- Above average computer literacy

Context related skills; knowledge and experience (shall be adapted to the specific position):

- Example: Knowledge of the context in Jonglei
- Example: Knowledge of the local language (Juba Arabic an added advantage) – if different than English
- Example: Experience with start-up, exit or similar

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **12th March 2021** by email SS.job@nrc.no, or in an enclosed envelope clearly marked "**ICLA OFFICER, BOR OR DUK**" to any new by NRC offices
- NRC Human Resource Office in Juba, Alek, Awiel, Wau, Bor, Twic East and Duk.
Only short-listed candidates will be contacted, by e-mail or by phone.

**FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED
TO APPLY**

