

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No. JBA 2022/02/1/- 1**

**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. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

<b>Position Title:</b>	<b>Female Programme Support Intern</b>
<b>Reports to:</b>	<b>Humanitarian Mine Action Operations Manager</b>
<b>Unit/ Department:</b>	<b>Humanitarian Disarmament and Peacebuilding</b>
<b>Duty Station:</b>	<b>Juba</b>
<b>Type of Employment</b>	<b>Fixed term Contract</b>
<b>Eligibility:</b>	<b>Female South Sudanese National Only</b>
<b>Start Date;</b>	<b>As soon As Possible</b>
<b>Salary</b>	<b>According to DRC Internship policy</b>
<b>Advertisement Closing Deadline</b>	<b>7<sup>th</sup> February, 2022</b>

**Overall purpose of the role:**

Humanitarian Disarmament & Peacebuilding (HDP) is a technical unit within DRC delivering Mine Action and Peacebuilding programming across South Sudan. The Support Services Assistant will act as a focal point for all Support Services functions supporting Mine Action and Peacebuilding programme activities, with a particular focus on Human Resources. Where programme activities are being conducted in locations that do not benefit from an Area Office structure and associated support services structures, this role will ensure that these functions can run smoothly through Juba Country Office structures, whilst aligning with operational requirements that are specific to Mine Action (MA) and Peacebuilding programming needs.



## HUMAN RESOURCES, ADMINISTRATION AND FILING

- Through liaison with HDP Managers and guidance from the Support Services Officer, maintain records of all key staff HR files, including contracts, staff IDs, Mine Action technical records and relevant medical documentation. Includes recording missing documentation through an online tracker
- Maintain an updated leave tracker (for 80+ staff) outlining annual leave and R&R days taken
- Photocopy and maintain a physical record of approval / authorization documents signed off in support of Supply Chain procedures across the Mine Action and Peacebuilding programmes
- Ensure information flow between Supply Chain, Finance and HR departments with Team Leaders, including where guidance on compliance procedures is being provided;
- On monthly basis, the programme support assistant shall prepare payroll memo for DRC's Humanitarian Disarmament & Peacebuilding (HDP) programmes areas, and manage payroll-related documentation;
- Support HR team in up-dating and maintaining personnel data in both hardcopies and using DRC online systems;
- Any other tasks supporting smooth Support Services for Mine Action and Peacebuilding programmes as instructed by the line manager.;

### SUPPLY CHAIN:

- Assist the HDP Support Services Officer in ensuring prioritization and execution of procurement, logistics and deliveries, with technical guidance from the Supply Chain Manager
- Works closely with DRC Supply Chain team to ensure that procurement process are disseminated and adequately applied at all levels as per DRC Operations Handbook
- Ensure procurement guidelines and limits are being followed by field offices (Maban, Magwi & Wau), and provide feedback to teams as necessary

### INVENTORY AND ASSET MANAGEMENT:

- Assist the HDP Support Services Officer in monitoring life-cycle/shelf-life of assets and equipment and support monthly reporting on assets by checking stores
- Support HDP field teams by facilitating the release of inventory items, and provide information on the status of requests and the availability of required items in the DRC supply chain to assist in HDP in procurement planning.

### Education:

- Diploma in Business Management and Administration, Human Resources Management and Administration, Public Administration and other related academic fields (minimum requirement).
- A Bachelors' Degree level qualification will be an added advantage



### Experience and technical competencies:

- Minimum 3 months working with NGOs in a related field preferably in Human resources and administration
- Proficient in MS Word and Excel, and internet browsing as a minimum;

### Preferred experience:

- Female candidates are strongly encouraged
- Demonstrated experience working proficiently using MS SharePoint
- Previous experience in the Mine Action and / or Peacebuilding sectors
- Ability to work in a multicultural context as a flexible and respectful team player.
- Willingness to work in the field and travel when needed.

### 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:**

- Arabic: fluent (spoken & written)
- English: working knowledge (spoken & written)

**Key stakeholders:**

- DRC Support Services departments
- DRC Suppliers
- National Mine Action Authority
- UN Mine Action Service



**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 Manager DRC office Juba  
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:**

CVs may be reviewed on a rolling basis and the position might be filled before the deadline. Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically check on the South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities with DRC.