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Approved
ML P.S.P. HAS
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JOB ADVERTISEMENT	
Job title:	Emergency Preparedness and Response Officer
Unit/dept/delegation:	Disaster Management
Reports to:	Emergency Preparedness and Response Coordinator
Duty station	Pibor

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 191 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 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross and Red Crescent Society in the world. 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 (17) branches and a growing network of sub branches and units. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 12,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Job Purpose:

To plan, implement and monitor Emergency preparedness and response component within the disaster management department in entire State this will be based on the extract from the annual plan of action or the quarterly plan of action.

Specific duties, responsibilities and accountabilities:

- To contribute to the elaboration of the frame work for the EP&R activities within branch areas of operations and regular support to Maban, Renk & Kodok including plan of action in conjunction with SSRCS and DM strategy.
- Takes the lead in the conduct of surveys and needs assessments in emergencies by reporting to the EP&R coordinator.

- Take lead in capacity building of EAT volunteers and development of budget before, during and after the disaster
- To participant in inter-agency meeting and remain as the SSRC official representative in the state.
- Develop and maintain good knowledge on the general situation in the State.
- Promote the spirit of teams work among the **Emergency Action Team (EAT)** Volunteers and other staff project at various levels.
- Ensure the EPR activities funds are used solely for the activities as per the Budget.
- Participate in emergency /disaster preparedness and response trainings.
- To ensures that the team performs its duties in accordance with the volunteers' policy and the movements.
- To updates the head quarter on availability of EP&R equipment's in the branch and advises the HQ in acquisition or replacement of broken equipment's.
- Backstop the daily operations of emergency Action Teams to ensure appropriate response to context changes, mission, program, and beneficiary needs, lessons learned, and best practices;
- Establish positive working relations with staff members, volunteers and public authorities in the state.
- Contribute to the creation of a positive image and overall credibility of the South Sudan Red Cross, notably through the application of the SSRC staff Codes of Conduct, Seven fundamental Principles and stand-point with regard to internal and external actors.
- Coordinate closely with SSRC Emergency Action Team Units and focal Persons to harmonize information collection and respond to community needs.
- Support SSRC preparedness & response structures through regular disaster monitoring and issuing notifications/monitoring updates based on local available early warning system.
- Monitor and evaluate the efficiency and effectiveness of EAT volunteers 'services, this involves the ability to plan, assign, direct and review the work of EAT volunteers.
- To monitor all project activities by regular field-visits to SSRC/EAT units, to produce monitoring, narrative, activity & EoM reports.
- To ensure early financial accountability and management for all the SSRC programs funds after the completion of the activity.
- Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and levels of work assigned and are not necessarily all-inclusive

Lateral Relationships

- Establish and ensure effective working relationships with the other colleagues.
- Ensure effective working relationships with Red Cross and Red Crescent partners.
- Ensure effective working relationships with technical & support service department in coordination.

Person Specification

Education

- Professional qualification university degree or diploma in Disaster management, Social Sciences, Public health.
- Further qualification in WASH backgrounds
- Basic Red Cross / Red Crescent Training Course to be completed before or within the first month of employment

Experience and Knowledge

- 2-3 years' working experiences for humanitarian aid organisation in South Sudan or another developing country.
- Experience of management and supervision of Emergencies projects staff.
- Experience of report-writing, planning and managing a project
- Red Cross/Red Crescent Experience.

Languages

- Fluency in English-spoken and written
- Fluency in Juba Arabic (spoken)
- Fluency in speaking one local language in the area.

Skills and Knowledge

- Skills in training and developing staff
- Self-supporting in computers (Windows, spread sheets, word processing)
- Valid driving licence for car/motor bike (manual gears)
- Computer literate in Ms Word, Ms Excel, Ms Access, Ms PowerPoint, internet Navigation
- A team work in the multicultural environment without bias
- Ability to maintain accurate files and records

Core Competencies

- Commitment to the International Red Cross & Red Crescent Movement
- Teamwork
- Integrity & personal conduct
- Sensitivity to diversity and cultural differences
- Pro-activity
- Solution focused
- Flexibility & adaptability
- Interpersonal skills
- Resilience

Management Competencies

A high degree of

- Management of Strategy
- Management of change
- Leadership
- Planning
- Management of budgets
- Management of resources
- Monitoring
- Supervision
- Reporting
- Networking
- Self-management
- Management of others
- Ability to inspire others
- Ability to form vision
- Organization building

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: 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 South Sudan Red Cross Headquarters, Plot #4, Block Ministries, Munuki Area, Juba or to **ICRC office in Pibor**. Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following order.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID or passport

Note: Only shortlisted candidates will be contacted for an interview and all the photocopies are not returnable and will remain the property of SSRC.

Deadline for submission is 13th May 2020

Female candidates are encouraged to apply.

