



ICRC

International Committee of the Red Cross  
ICRC Compound, Ministries Road, Amarat Juba, South Sudan

Approved

12/7/2019



**JOB ADVERTISEMENT  
RESTORING FAMILY LINKS FIELD OFFICER 2  
Based in Wau**

**The International Committee of the Red Cross (ICRC)** is an impartial, neutral and independent organisation whose exclusively humanitarian mission is to protect the lives and dignity of victims of armed conflict and other situations of violence and to provide them with assistance.

The ICRC is mandated to work in countries affected by armed conflict or other situations of violence. The ICRC is present in over 80 countries and has some 15,000 field staff.

In 1986, the ICRC expanded its presence to South Sudan. There are around 1,000 ICRC staff working in Juba, Bentiu, Bor, Malakal, Rumbek, and Wau. The ICRC is looking for an enthusiastic and motivated person for the above position.

**ICRC is Equal Opportunity Employer giving highest priority to staff safety and security.**

For more information, visit website: <http://www.icrc.org/>

**AIM OF THE POSITION**

The RFL Field Officer 2 contributes to the implementation and monitoring of ICRC Restoring Family Links (hereafter RFL) activities.

**Main Duties and Responsibilities:**

- Under the supervision of the head of Sub-delegation, implement the RFL and missing activities in Wau, ( i.e. phone calls, tracing cases, RCMs, RFL for vulnerable persons and unaccompanied/separated children and families, coordination with other Child protection actors etc.)
- In close coordination with the Head of Sub Delegation in charge of the area, attends the relevant meetings and keep JUBA RFL coordination team updated
- Maintain an overview of the RFL needs and contributes to the analysis of the RFL team.
- Ensure a regular follow up of all cases active in his/her area of responsibility (AoR). Review the caseload and sends reminders to Juba RFL team on shared caseload.
- Under the technical supervision of JUBA RFL Coordination team and in coordination with field team leader, establish and maintains contacts with relevant interlocutors in his/her area of responsibility (i.e. MoSW, RRC, UN agencies, CP actors community leaders, civil society organizations, other relevant civilian and government institutions)
- Receives, process the new cases and ensure follow up of cases collected in the areas that he or she has been assigned by the RFL and the missing programmes.
- Liaises with Child protection actors in the field. Represents the ICRC in Child Protection meeting and is able to report on all matters of interest.
- Register vulnerable children, open tracing requests, and organizes family reunifications related to his/her area of his responsibility (AoR) and when required in other areas.
- Contribute to the design and implementation of RFL and missing projects in the area.
- Uses Prof6 database regular, enters cases and identifies cases not treated for further actions for the relevant teams.
- Ensure appropriate information flow and storage of information, maintains proper filing, prepares correspondence, photocopying, scanning.
- Participates in the RFL emergency response with the support of JUBA RFL coordination team in assigned areas and depending on the needs.

**Only short-listed candidates will be contacted. Application files not retained will not be returned.**



- Answers calls, receives or visits beneficiaries when needed and provides them with the needed assistance according to the delegation's policies and criteria.
- Participates to the discussion linked to the RFL and missing objectives in Wau for ICRC and for the SSRC.
- Prepares and organize field trip to follow up specific RFL cases. Prepares field trip reports afterwards stressing the results of the field trip.
- Provides regular updates and analysis on issues concerning RFL and the missing, such as movement of populations, means of communications, child protection issues.

**Minimum required knowledge & experience:**

- Bachelor's Degree, some college coursework completed, an Associate Degree or equivalent higher education degree in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- Additional vocational training in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent field
- 3 years previous experience for instance as social political economic science or similar fields
- Fluent in English and Arabic (knowledge of any other local language will be an asset)
- Good level in computer skills
- Good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Good knowledge of geographically assigned environment
- Flexibility to work in the field (at least 60% of his/her time).
- Very Good writing and reporting skills.

**HOW TO APPLY**

Interested candidates should submit their application clearly marked "**Restoring Family links field officer 2 - Wau**" (including C.V. written in English) and copies of certificates at latest **Wednesday, 31<sup>st</sup> July 2019** to the **HR Manager**.

**either:** At the ICRC reception in **Wau, Juba, Malakal, Bor, and Bentiu**.

**or** By email to: [jub\\_recruitment\\_services@icrc.org](mailto:jub_recruitment_services@icrc.org)



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