



**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No.MBN-2021/18/01/001**

**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, on the basis of 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 in order 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/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG 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-DDG is operational Unity states and 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>	Community Liaison Assistants-03
<b>Reports to:</b>	Community Liaison Officer
<b>Duty Station:</b>	Maban and Magwi
<b>Contract Type</b>	Standard contract of 6 months with possibility of extension depending on funding
<b>Eligibility:</b>	South Sudanese Nationals resident in Magwi and Maban
<b>Employment Start Date:</b>	1 <sup>st</sup> March 2021
<b>Salary</b>	According to DRC DDG Salary scale
<b>Advertisement Closing Deadline</b>	5 <sup>th</sup> February, 2021, 5:00 PM, EAT

**Purpose of the post**

Under the supervision of the Area Manager and with a dotted line to the Monitoring, Evaluation, Accountability & Learning (MEAL) Manager, the MEAL Specialist will have overall responsibility for all MEAL related activities in the field location. The MEAL Specialist will also technically support the MEAL Manager in developing MEAL plans, tools and standards in line with the MEAL Strategy and as well as providing technical MEAL guidance and leadership to MEAL staff in the field.



### Responsibilities and Tasks

- Support the delivery of NTS determining the scale and impact of explosive hazard contamination, in line with National Technical Standards & Guidelines (NTSG) and DDG's Standard Operating Procedures (SOPs)
- Support the delivery of EORE providing awareness messaging surrounding risky / safe behaviours surrounding explosive ordnance contamination
- Act as an enumerator supporting baseline / endline, and Knowledge, Attitude and Practices (KAP) surveys
- Act as an enumerator supporting on gender- and conflict- sensitive mine action, including facilitating focus group discussions and key informant interviews
- Attend field-level meetings with local authorities and humanitarian partners, as well as focus group discussions supporting task prioritization and positive post-clearance outcomes. Provide translation to local language as necessary (eg. to visiting staff)

### PERSON SPECIFICATION

- At least 1 year of experience working in the humanitarian sector
- Strong oral communication skills
- Strong ability to organize work, meet deadlines, maintain composure, work independently and prioritize work under pressure, coordinate multiple tasks and maintain attention to detail
- Computer literacy (Working knowledge of at least Microsoft Word and Excel)
- Demonstrated interpersonal skills and respect for people. Can work in a multicultural context as a flexible and respectful team player
- Demonstrated interest in humanitarian work and supporting people affected by conflict.

### Preferred experience

- Previous experience working in humanitarian mine action is highly desirable
- Previous experience working as an enumerator for MEAL survey is highly desirable (eg. household questionnaires, key informant interviews, focus group discussions)

**Note:** Only candidates who meet the required educational qualification and work experience would be short listed.





<b>Education:</b> <ul style="list-style-type: none"> <li>• Required - Secondary School certificate or Equivalent</li> <li>• Desirable - University degree in relevant field</li> </ul>	<p>Find the definition of DRC's Core competencies <a href="#">here</a></p> <p><b>All DRC staff should master the 5 core competencies:</b></p> <ul style="list-style-type: none"> <li>• <b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li>• <b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li>• <b>Taking the lead:</b> you take ownership and initiative while aiming for innovation</li> <li>• <b>Communicating:</b> You listen and speak effectively and honestly.</li> <li>• <b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul>
<b>Languages:</b> <ul style="list-style-type: none"> <li>• English – working knowledge</li> <li>• Arabic – fluent</li> </ul>	
<b>Key stakeholders:</b> <ul style="list-style-type: none"> <li>• UNMAS</li> <li>• Local payam / county authorities</li> <li>• Field-level NGO representatives</li> </ul>	

### 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 Officer DRC-DDG office located Maban OR any nearby DRC Office**. Title of the position/vacancy number **MUST** be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age. **Female Candidates are strongly encouraged to apply.**

**Due to the urgency of the position the vacancy may be filled before the deadline.**

### Further information

### NOTE:

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 review our website, South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities.

