



ICRC

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

Approved
[Signature]



JOB ADVERTISEMENT
Generalist Field Officer 1 for the Physical Rehabilitation Centre
Based in Rumbek

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization 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

Supports in the implementation and running of specific projects or programs, Introduces the ICRC with the community and with external interlocutors at municipal level, Assists delegates on field trips, Collects information on the situation in the field, Maintains established network of external and internal interlocutors, Makes written reporting on the field trip and writes internal messages to other departments within the ICRC, Provides translation in any situation with accuracy

Main Duties and Responsibilities:

- Support the mobile ICRC PRP staff in the daily management of the PRC (Physical Rehabilitation Centre) activities in Rumbek (RUB)
- In charge of administrative & logistic tasks related to non-technical/non-clinical issues
- Contribute to institutional reporting
- Focal point for liaising and networking
- Assist in the development of PRP activities
- Act as source of reference during the absence of the ICRC mobile staff
- Support Field trips for PRP patients referrals and follow up
- To ensure that the flow of patients in PRC is sustainable and regular.
- Coordinate the patient flow at the PRC RUB from different referral resources
- Liaise with ICRC RUB for patient transport
- Organize patient pickup to and from Airport in cooperation with RUB/Welcome or RUB/Air-ops
- Collect invoices and ensure correct billing for patient transport related to referrals
- Reimbursements of the beneficiary transport for the service seekers who come on self-referral
- Follow-up of patients after discharge and beneficiaries of social inclusion activities
- Organizes all logistical issues regarding orthopaedic material (SR, delivery of the material, stock management, inventory, etc.) in cooperation with the Log Department and PRP Juba
- Works closely with the PRC's store keeper to ensure good stock management including recording, organization procedures and annual inventory
- Forwards special material and maintenance requests using the correct format and procedures
- Supports the Log Purchaser for local material purchase in order to ensure the needed quality is respected
- Provides references and guidelines to orthopaedic material purchased on the local market
- Payment for the catering- and cleaning services
- Follow-up on the quality of services provided by catering- and cleaning services

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



- Develop & monitor Patient Management System in cooperation with PRC staff
- Periodical market assessment for food and transport expenses of the project
- Forward the staff attendance/absence to Juba PRP for payment of performance fee
- Maintain and promote good communication with the PRC staff and management
- Ensure respect of employment conditions in cooperation with the PRC Manager
- Represent the ICRC with regard to its PRP activities
- Liaise with the SSRC and other partners in promoting PRP activities, streamlining the referral network/patient transport
- Develop and maintain regular contact with local interlocutors (Civil Society, I/NGOs, Associations, etc.)
- Assist the PRP mobile staff in meetings with the Authorities.
- Develop and update contact list with all relevant partners/interlocutors on Bi-monthly basis
- Compile the monthly statistical report (MAD) and weekly operational report (WOR) for PRC RUB
- Contribute to monthly/quarterly reporting
- Compile MoMs, etc.
- Participate in planning and conduct of field trips for patient referral/dissemination in cooperation with PRP mobile staff and other ICRC delegates
- Contribute to the development of PRP activities in cooperation with the PRP mobile staff
- Participate in regular meeting activities (PRP and ICRC Office)
- Channel all relevant information related to PRP activities

Minimum required knowledge & experience:

- High School Diploma, Technical Education or Professional Degree in related Field.
- 4 years of experience in a similar field/position
- Good spoken and written English, conversational in Dinka and Arabic
- Intermediate level in computer skills, in particular MS Word and Excel
- Skilled in the following competencies: Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis; Team leader
- Good knowledge of geographically assigned environment
- Driving License; Succeeded in ICRC Driving test

HOW TO APPLY

Interested candidates should submit their application clearly marked " **Generalist Field Officer 1 for the Physical Rehabilitation centre - Rumbek**" (including C.V. written in English) and copies of certificates at latest **Tuesday, 30th July 2019** to the **HR Manager**.

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

or By email to: jub_recruitment_services@icrc.org

*****Qualified female candidates are strongly encouraged to apply******

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