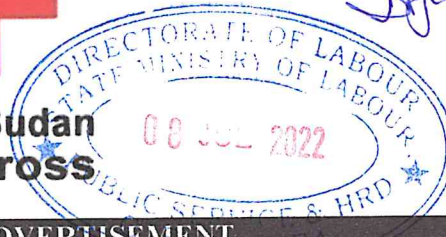


South Sudan
Red Cross

Approved
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JOB ADVERTISEMENT

Job Title:	Community Engagement and Accountability Officer
Duty Station:	SSRC – Headquarters Juba
Reports To:	Community Engagement and Accountability Coordinator
Opening Date:	8th July 2022
Closing Date:	21st July 2022

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 192 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 and 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 (21) branches and a growing network of units. There are currently over 230 SSRC staff, approximately 14,000 volunteers and Members across the Country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff **MUST** abide by and work in accordance with the Red Cross and Red Crescent principle

SUMMARY JOB PURPOSE: (Please note that this is not an exhaustive List. There are other duties and responsibilities not mentioned in this Job Advertisement). To support Community engagement and accountability unit to provide practical support and guidance to SSRC staff and volunteers on how to integrate and mainstream better community engagement and accountability into programmes, emergency operations and branch activities. Moreover, CEA officer is responsible to make sure CEA Minimum standard with program and Project Management.

JOB DUTIES AND RESPONSIBILITIES

The CEA Officer will carry out the following main tasks and responsibilities:

Participation and feedback:

- Conduct regular field visits to assigned sites to assess needs on CEA related matters, conducting meetings and interviews with communities, SSRC staff and other stakeholders to identify their main needs, priorities, and suggestions
- Support programme teams to conduct participatory activities with the community, including group communication activities (FGD, community forums and meetings)
- Ensure that feedback and complaints is collected and responded to through different channels and provide this information to the relevant SSRC field and management staff to act upon it.
- Ensure programme staff and volunteers have a full understanding of the communities they are working with, including the community dynamics, culture, and power relations between diverse groups

Information as Aid:

- Based on community feedback and assessment data, identify and utilise the best communication approaches to provide communities with relevant and actionable lifesaving and life-enhancing information
- Identify main information needs and communication channels of the communities involved in SSRC activities.
- Support field staff developing communication messages and materials to explain about the SSRC programmes
- Carry out regular checks as part of monitoring to ensure information shared with communities is understood, relevant and useful and update as necessary

Coordination and Advocacy:

- Assure a good coordination with relevant focal points: Red Cross Field Coordinators, SSRC, IFRC and PNS technical staff, and other organisations as relevant.
- Provide regular advice and guidance to RC and other stakeholders' field staff on how to apply CEA tools and what key messages to be provided.
- Support in the provision of training to all programmes staff and volunteers on CEA approach, methodologies, and tools to facilitate the integration of CEA within regular programs operations.

Programme Monitoring and Evaluation:

- Develop Planning, Monitoring, Evaluation and Reporting (PMER) tools for the Community Engagement and Accountability project implementation based on existing resources from the IFRC CEA guide and previous regional programmes.
- Take part in and support the planning and implementation of assessments, baseline studies, reviews, and evaluations.
- Ensure PMER tools are readily available to concerned staff and volunteers for data collection, management, and analysis.
- Responsible for the quality assurance of the Community Engagement and Accountability activities and its deliverables as per the project documents.
- Ensure that the right data is collected and analysed to inform the project team for better decision making.

- Work with PMER and other SSRC staff to undertake satisfaction reviews, post-distribution monitoring (PDMs) etc. of programmes with community members

Reporting

- Submit project reports as required/specified in the Project Agreement with the Swedish Red Cross and grant agreements/contracts with donors.
- Draft project and monitoring reports and provide inputs/comments to review/evaluation reports.
- Responsible for submission of monthly Updates and other reports needed as per the reporting deadlines to the line supervisor.

Partnership and Capacity Development

- Strengthen cooperation and networking with relevant national and international in-country stakeholder.
- Financial Management
- Contribute to participatory budget development and revisions
- Conduct regular budget monitoring, contribute to the preparation and timely submission of quarterly fund requests and financial reports as required

Communication in relation to the tasks

- Daily communication with SSRC and Swedish Red Cross counterparts
- Regular communication with SSRC management and Swedish Red Cross counterpart
- Regular communication with stakeholders in country

Personal skills

- Cultural sensitivity
- Team-player
- Networker
- Patience and stress coping skills
- Result-oriented
- Good communicator
- Strong analytical skills

POSITION REQUIREMENTS

Education		Required	Preferred
Degree in Social Sciences, Development Studies, or equivalent technical field		X	
Development Studies or equivalent trainings			X
Experience		Required	Preferred
Proven skills in Community Engagement and Accountability/Organisational Development/M&E		X	
2-5 years of work experience in the field of community-based projects		X	
Experience in supporting organizational learning, accountability, and performance management			X
Resource mobilization and financial management of projects supported by major donors		X	
Experience of working for a humanitarian aid organisation			X
Self-management skills: ability to set and implement working goals and plans with minimum external inputs		X	
Experience of setting up and managing community feedback systems or		X	

complaints and response mechanisms		
Programme management of development projects including planning, monitoring, and reporting skills	X	
Knowledge and Skills	Required	Preferred
Self-supporting in computers (Windows, spreadsheets, word processing)	X	
Excellent communication skills	X	
Knowledge of the Red Cross and Red Crescent Movement	X	
Languages	Required	Preferred
English (fluent)	X	
Local languages (Arabic)	X	

How to Apply;

Interested applicants should submit their cover letter, CV with 3 references, copy of National ID and Certificates including daytime telephone contact addressing it to The Human Resources Department. Or by email: vacancy@ssdredcross.org. Please clearly indicate the position you are applying for on 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. Please indicate clearly the position you are applying for on the back of your envelop

You should arrange your documents in the following direction.

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.

Female candidates are encouraged to apply.