

Advertisement

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No: JBA-2019/17/9/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the 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 in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit: -

Position Title	Program Support Assistant
Report to	Emergency Team Leader
Duty Station	Juba -Roving
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	14 th October 2019
Eligibility	South Sudanese nationals only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	7 th October, 2019

Overall purpose of the role:

In response to the evolving context of South Sudan, DRC is enhancing mobility and emergency response capacity through increase in mobile teams to address protection risks through protection-centred multi-sector assistance. This position, based in Juba, supports the day-to-day operations of the different mobile teams through reliable and timely administrative support.

This will include ensuring that accurate and regularly updated inventory and asset records are maintained and that professional and timely communication on administrative issues with stakeholders is conducted. As part of the program support unit within the DRC MRT, the PSA may act as surge capacity to join post-implementation monitoring missions and undertake other roles and responsibilities related to general administrative support, as assigned by the Emergency Team Leader and in close coordination with the Program Support Officer (PSO).



Responsibilities and Tasks:

Administration:

- Track and follow-up of mobile team assets, equipment, and stock, including through regular updates to MRT Warehouse Tracker and MRT Assets & Equipment Tracker under the supervision of the Program Support Officer;
- Conduct regular stock-checks of MRT inventory in coordination with Warehouse team;
- Verify all goods received notices (GRNs) in coordination with Warehouse team, updating trackers accordingly;
- Proof-read mission orders and other letters, ensuring details are correct including correct asset serial numbers are listed;
- Assist with on-boarding of new staff through liaising with relevant support services departments and assigning of equipment;
- Maintain up-to-date repository of correct document templates for financial and administrative compliance with DRC/donor rules and procedures;
- Other roles and responsibilities relating to general administrative support assigned by the Emergency Team Leader.

Liaison:

- Liaise with stakeholders and partners on administrative issues related to MRT missions in a timely and professional manner;
- Liaise with internal DRC stakeholders, including finance, administration, HR, and supply chain departments to follow-up with administrative issues relating to the MRT;

Surge capacity:

- Potentially and depending on need, act as surge capacity for MRT post-implementation monitoring missions;

PERSON SPECIFICATION

Experience and technical competencies:

- Highly organized with strong attention to detail.
- Professional and polite, with good inter-personal skills
- Proficient in MS word, excel, and share point/One Drive.
- Willingness to occasionally be deployed to potentially insecure deep field locations where living conditions are very basic.
- Supportive and motivated individual; a team player.
- Commitment to humanitarian principles and accountability to affected populations.
- Prior experience in administration-focused role(s)
- Prior experience working for an international NGO (INGO).

Education: include certificates, licenses etc.

- Minimum Diploma in any relevant discipline

Languages

- Excellent level of English, both spoken and written
- Good level of Arabic (Juba Arabic)

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, academic documents and National ID Card to Human Resources Department through

ssd-jobs@drc.ngo OR submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office

Title of the position/vacancy number MUST be clearly marked in the application and on envelop.

Gender equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this women candidates are particularly encouraged to apply to bridge the gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in

creating an inclusive environment base on mutual respect for all the employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, color, race, marital status, or other protected characteristics.

Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks 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.southsudannngoforum.org/boards/index.php?board> for other suitable opportunities.

