



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA 2021/10/27/-

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, based on 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 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:

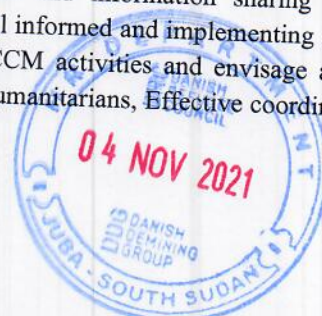
The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC is operational in Unity states, Central Equatoria, Western Bahr El Ghazal and the 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: -

Position Title:	Camp Management Specialist
Reports to:	CCCM Manager
Unit/ Department:	Mobile Response Team
Location:	Roving
Employment category	G 2.1
Eligibility:	South Sudanese National Only
Employment Start Date:	As soon as possible
Salary	According to DRC DDG salary policy – Non-negotiable
Advertisement Closing Deadline	23rd November 2021

Overall purpose of the role:

In response to the urgent humanitarian crisis in South Sudan, DRC is scaling up its existing emergency response capacity through the continued expansion of Mobile Response Teams for multispectral emergency assistance. This role is to support the implementation of semi static and roving/mobile CCCM activities in Yambio, Tambura, Nagero and Ezo Counties in Western Equatoria State. The CCCM Officer will throughout his/her work ensure confidentiality and strictly adhere to the DRC Code of Conduct. Camp Management specialists should ensure effective coordination and information sharing among all actors (government, NGOs, and UN) present in the Camp. Ensure that all actors are well informed and implementing common standards and goals while being overall responsibility for the implementation of the CCCM activities and envisage advocacy strategy, Community Engagement, Dialogue, Information flow between community and humanitarians, Effective coordination, Monitoring of service delivery





Camp Management

- Overseeing all of DRC's camp management activities in the camp or site (Informal Settlement).
- Ensure camp population participates in decision making processes and that camp coordination forums are representative and inclusive, maintaining and developing participation and governance mechanisms, for instance, organizing weekly coordination meetings with partners as well as regular meetings with IDP leadership committees;
- Conduct 3Ws or 5Ws for all the partners operating at the sites, update the Safety Audit and the site profile.
- Monitor and coordinate all activities of humanitarian partners in camps to avoid duplication and to identify gaps in service provision, and share those gaps with relevant forums, e.g. government authorities, humanitarian partners, etc.
- Managing/supporting any community services, youth activities, protection support, and similar humanitarian programs that may be undertaken in the camp.
- Developing and applying a strong camp-wide communication strategy to ensure information is being effectively disseminated to all camp residents using a variety of mediums.
- Maintaining and strengthening key relationships with camp and government leaders to ensure smooth communication, activity implementation, data collection, and community outreach.
- Providing feedback and reports to the Emergency manager/Team Leader regarding work plans, contingency plans, and general program implementation.
- Assisting the Manager, HR, and Safety departments in all matters relevant to the camp.
- Supervise and assess the condition of all Camp Management Facilities in the camp or site.

Advocacy and Community Engagement

- Maintain a strong relationship with the community, community leadership and structures, and the Humanitarian community
- Ensure that communication between DRC and the community is open and effective
- Coordinate the process of liaising with partners and sector representatives in the area of operations to identify key advocacy issues and obstacles
- Design and lead advocacy interventions
- Provide statistical and narrative analysis of main trends and identify issues in thematic areas.
- Establish liaison with key governmental and non-governmental stakeholders for advocacy initiatives.
- Support in drafting position papers, legal recommendations, draft laws, etc. as per requirements of the advocacy process.
- Inform roundtable discussions and deliver key advocacy messages to decision-makers on a national level.

Administrative and Operational Management of project activities

- Prepare and ensure financial cash request and closure is in place
- Support Emergency Camp manager/Team Leader in closing cash advances, cash requests, and Cash Closure.
- Assisting with all procurements and logistical arrangements related to the Camp, in collaboration with DRC procurement and logistics staff, and Contributing to the development of procurement plan.
- Ensure proper management and use of the project assets and stocks items
- Support and participate in the recruitment process of CCCM staffs
- Coordinates the daily activities of the teams, often comprised of subordinates and/or employees carrying out similar tasks
- Supervise the camp Management Officers and other Casual Staff; ensure work plan is ready and assigned task to each team member.
- Implements the manager's decisions through the work of subordinate employees, often playing a role in deciding how to do it; and how to achieve the objective set by the manager.

Others

- Ensure adherence to COVID-19 prevention measures during activity implementation.
- Prepare all necessary documentation for each activity (including weekly vehicle movement plans, order requests, payment requests, etc.) and the reconciliation of the money spent during each activity
- Help prepare Terms of reference and safety plans for mission planning.
- Work with the Emergency Team Leaders, Managers, and fellow officers to create weekly work plans to schedule the team's program activities, particularly focusing on the CCCM-related activities (Meetings, Services Mapping, Training of existing structures, etc.).
- Participate in daily planning, daily debriefing sessions, and report write-ups.
- Perform any other duties as requested by the Manager or supervisor.

Experience and technical competencies:

- Degree in Social Sciences, Law, or related field (if no diploma or degree, four years of related work experience is required)





- At least 3 to 4 years relevant experience, and strong background in CCCM, community base approaches, and engagement /or Protection.
- Demonstrates strong knowledge of CCCM principles and standards in humanitarian emergencies.
- Experience conducting assessments in South Sudan.
- Experience carrying out and supervising CCCM related training at different scales with different partners
- Knowledge of Protection programming is an asset.
- Knowledge of Microsoft Word, Excel, and Outlook application software
- Fluency in English, knowledge of the local language of the target location is an added advantage.
- Strong English writing and organizational skills.
- Female candidates are strongly encouraged to apply.

Desirable qualifications: (include certificates, licenses, etc.):

- Excellent interpersonal skills and works well with people of different cultures, gender and, backgrounds
- Works collaboratively with team members to achieve results
- Remains productive when under pressure with the ability to prioritize effectively, and respects and adheres to deadlines
- Able to work in a variety of environments and is prepared to conduct field missions for several weeks at a time, often overnight, to remote locations with few amenities
- Strong relationship building / interpersonal skill, Positive attitude, Energetic and interested

Languages:

- English
- Fluency in at least one or more local languages.

Key stakeholders:

DRC Protection Team and mobile teams, CCCM actors, SSRRC, community stakeholders, particularly Leadership, NGOs, UN Agencies and other actors

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

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.

OR

Submit your hard copy application to the Human Resource department to the attention of HR/Admin Manager DRC office Juba Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

Gender Equality: DRC 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 gender gap.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

Safeguarding: DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process

NOTE:

CVs may be reviewed on a rolling basis and the position might be filled before the deadline. 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 check on the South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities with DRC.

