South Sudan
Red Cross

Approved

DIRECTORATE OF LABOUR
STATE MINISTRY OF LABOUR
02 DEC 2021
JUBA

JOB ADVERTISEMENT	
Job title:	**Protection Data Officer**
Location:	**SSRC Headquarters-Juba**
Reports to:	**RFL Coordinator**
Job Open Date:	**2nd December 2021**
Job Closing Date:	**15th December 2021**

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 2,000 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 principles

SUMMARY of JOB PURPOSE

The Protection Data officer administers data collected by the SSRC to support its activities on behalf of people entitled to protection under international humanitarian law.

Key duties and responsibilities

- To administer the existing RFL case-management tool and FL Answers database when deployed at SSRC.
- Carries out data processing; applies and updates data-entry procedures
- Ensures that there is a good quality data-management system by carrying out data entry and controls
- Contributes actively to the daily organization of the protection office
- Contributes to the protection and security of individuals' personal data
- Provides statistics on RFL activities for internal and external reporting.
- Follows up on all work-related messages and correspondence with the relevant contacts and departments.

- . Collects and shares information to improve the National Society's understanding of the environment and humanitarian trends and responses
- Ensure the overall integrity of the filing system: ensure that filing procedures are implemented, keep the electronic inventory of file up to date, individual files, accurate ordering in the filing cabinets, respect of the chronological order of the filed documents (from the oldest to the newest), destruction of unnecessary copies, etc…
- Support SSRC RFL field officers on data management and data protection, through coaching and monitoring in the field.
- Coordinates with the ICRC PFL department in Juba on reporting of RFL activities, statistics and data protection issues.
- Represents the National Society in an appropriate way during activities, in meetings and in the field, and avoids any activity that may reflect negatively on the image of the National Society
- Takes responsibility for their own professional learning and development
- In line with the code of conduct and relevant national legislation, the Officer shall keep utmost confidentiality of beneficiaries' information obtained in official capacity and should not in any way reveal the content to a third party except with full consent of the beneficiary.
- Safeguard beneficiaries collected data from cyber intrusion

Position Requirements

- Degree or Diploma in Business Administration, Economics, Computer Science, higher educational level, has worked with the National Society for more than three years.
- Understands and adheres to the seven Fundamental Principles of the International Red Cross and Red Crescent Movement, Humanity, Impartiality, Neutrality, Independency, Voluntary Service, Unity and Universality)
- Well versed with protected vulnerabilities under international humanitarian law
- Commits and understands the RCRC Movement guiding tools on cyber security and RFL code of conduct
- Understands the context of South Sudan and displacement patterns (Refugees, IDPs and returnees).
- Understands and adheres to the South Sudan Red Cross Code of Conduct
- Understands the roles of the components of the International Red Cross and Red Crescent Movement
- Is aware of the South Sudan Red Cross objectives and has a good knowledge of the Movement and other contacts relevant to the position
- Always respects and observes staff regulations and security rules
- Represents the South Sudan Red Cross in a professional manner at all times.
- Develops and maintains a pleasant and conducive working environment with colleagues and line managers
- **Expert in data processing and security.**
- **Very good computer and communication skills**
- Performs all duties with the highest level of **confidentiality** in the interest of the beneficiaries and the South Sudan Red Cross.
- Good command of English and fluency in Juba local Arabic language.
- May be asked to perform tasks not covered in this job description and to provide support to other departments when necessary. And must have valid driving license.

How to apply:
Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including daytime telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicates the title of the position you are applying for in 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 clearly indicate the position you are applying for on the back of your envelop.
You should arrange your documents in the following order.

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.