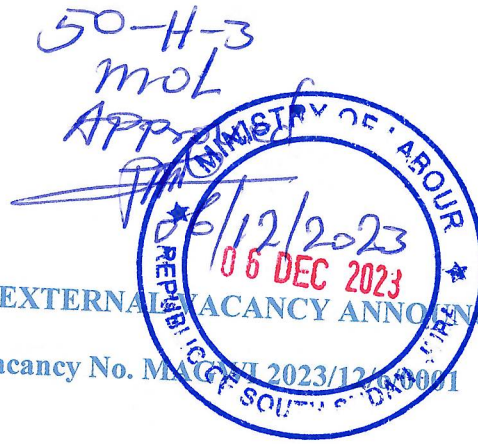


INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. M/2023/12/0001



Who we are:

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working 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, 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.

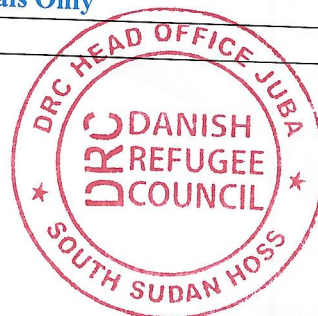
The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, 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 (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 greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Mine Action and Peacebuilding.

DRC Seeks to Recruit:

Position Title	Support Services Assistant
Reports to	Technical Field Manager
Duty Station	Magwi
Contract Type	Standard
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement Closing Deadline	29th December, 2023





Overall purpose of the role:

Humanitarian Disarmament & Peacebuilding (HDP) is a technical unit within DRC delivering Mine Action and Peacebuilding programming across South Sudan. The Support Services Assistant will act as a focal point for all Support Services functions supporting Mine Action and Peacebuilding programme activities, with a particular focus on Human Resources and Finance. Where programme activities are being conducted in locations that do not benefit from an Area Office structure and associated support services structures, this role will ensure that these functions can run smoothly through Juba Country Office structures, whilst aligning with operational requirements that are specific to Mine Action (MA) and Peacebuilding programming needs.

Responsibilities:

HUMAN RESOURCES, ADMINISTRATION AND FILING

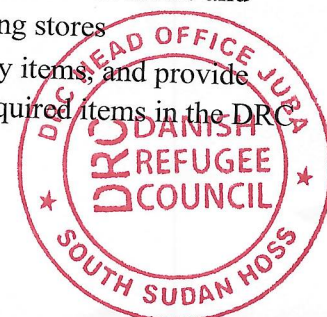
- Through liaison with HDP Managers and guidance from the Support Services Officer, maintain records of all key staff HR files, including contracts, staff IDs and relevant medical documentation. Includes recording missing documentation through an online tracker
- Maintain an updated leave tracker outlining annual leave and R&R days taken
- Photocopy and maintain a physical record of approval / authorization documents signed off in support of Supply Chain procedures across Peacebuilding programmes
- Ensure information flow between Supply Chain, Finance and HR departments with Team Leaders, including where guidance on compliance procedures is being provided
- Any other tasks supporting smooth Support Services Peacebuilding programmes as instructed by the line manager.

SUPPLY CHAIN:

- Assist the HDP field managers in ensuring prioritization and execution of procurement, logistics and deliveries, with technical guidance from the Supply Chain Manager
- Works closely with Juba DRC Supply Chain team to ensure that procurement process are disseminated and adequately applied at all levels as per DRC Operations Handbook
- Ensure procurement guidelines and limits are being followed by field office (Magwi and Maban), and provide feedback to team as necessary

INVENTORY AND ASSET MANAGEMENT

- Assist the HDP field Team Leader in monitoring life-cycle/shelf-life of assets and equipment and support monthly reporting on assets by checking stores
- Support HDP field team by facilitating the release of inventory items, and provide information on the status of requests and the availability of required items in the DRC supply chain to assist in HDP in procurement planning.



FINANCE:

- Regularly process cash advances from Juba office in order to support the field operations
- Field camp procurements of goods that cannot be procured in Juba
- Payments of casual labour - guards, cooks and any other casual labour
- Ensure monthly cash advances closure deadlines are met
- Guide the field staff on how to improve the quality of order requests and other finance/procurement related documents.
- Review order requests from field locations with the relevant field managers to ensure the requests are accurate and goods ordered are relevant.
- Correlate the field order requests with the Juba Warehouse stock to prevent duplication of procured goods
- In close collaboration with the Finance department in Juba, monitor all liabilities from the field location especially reconciling advances and accruals on monthly basis
- Ensure there is a proper filing system of all financial documents related to HDP field locations for ease of future reference
- Ensure that field location submits their order requests on a timely manner to avoid last minute rushes.

PSEA and AGD

- Foster a working environment that promotes the protection from sexual exploitation and abuse of all persons of concern that DRC serves as well as DRC.
- Engage in PSEA initiatives such as trainings and promote the prevention of SEA including through understanding and utilizing as appropriate PSEA reporting mechanisms.
- Uphold DRC commitment to Protection from sexual exploitation and abuse commitment to promoting AGD
- Include statements which refer to AGD in work collaborations and reporting

Experience and technical competencies:

- Minimum 3 years working with NGOs
- Proficient in MS Word and Excel

Preferred experience

- Female candidates are strongly encouraged
- Demonstrated experience working proficiently using MS SharePoint
- Previous experience in the Mine Action and / or Peacebuilding sectors
- Ability to work in a multicultural context as a flexible and respectful team player.

Willingness to work in the field and travel when needed.



<p>Education:</p> <ul style="list-style-type: none"> • University level (minimum). Degree in Business administration, Certified in Financial Management, and another related field. 	<p>Find the definition of DRC's Core competencies here <u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • 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
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> • Fluent knowledge of English (verbal and written) • Basic Arabic language is an added advantage 	
<p>Key stakeholders:</p> <ul style="list-style-type: none"> • DRC Support Services departments • DRC Suppliers • National Mine Action Authority • UN Mine Action Service 	



How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV 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 Officer DRC Office Juba or to any DRC field offices.

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

Further information

Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews held prior to the advert 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://comms.southsudanngoforum.org/> for other suitable opportunities.

Safeguarding:

DRC's capacity to ensure the protection of and assistance to refugees, IDP's 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 DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

