

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No. WAU 2022/17/06/0001

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. The South Sudan Programme works in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC Seeks to Recruit: -

Position Title:	Support Services Assistant
Reports to:	Peacebuilding Team Leader
Unit/ Department:	Humanitarian Disarmament and Peacebuilding
Location:	Wau
Employment category	I2.1
Eligibility:	South Sudanese National Only
Employment Start Date:	As soon as possible
Salary	According to DRC salary policy – Non-negotiable
Advertisement Closing Deadline	6 th July 2022



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.

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 (Wau), 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 labor
- 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.

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.



17 JUN 2022

Education: High school level completion (minimum).	Core competencies	Basic	Advanced	Expert
Languages: <ul style="list-style-type: none"> Arabic: fluent (spoken & written) English: working knowledge (spoken & written) 	Striving for excellence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Collaborating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Taking the lead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Communicating	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Demonstrating integrity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Key stakeholders: <ul style="list-style-type: none"> DRC Support Services departments DRC Suppliers National Mine Action Authority UN Mine Action Service 	<i>Find the definition of DRC's Core competencies here</i>			
Last updated: 13/06/2022, Clement Suwali	<p>♦ Basic: I master the essentials, but may at times need help from others</p> <p>♦ Advanced: I can work independently at full professional level.</p> <p>♦ Expert: I am the go-to person when others need help.</p>			

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 Officer DRC office in Juba OR DRC Office .in Wau Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

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: Only short-listed candidates will be contacted.

