

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
**Vacancy No. MAK 2023/25/09/002**  
**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, Demining and peacebuilding.

**DRC Seeks to Recruit:**

Position Title	Economic Recovery Officer (2 position)
Reports to	Project Manager
Duty Station	(Kodok - 1 position), (Malakal - 1 position)
Contract Type	Standard
Employment Start Date	As Soon as Possible
Salary	According to DRC Salary Policy
Eligibility	South Sudanese Nationals Only
Advertisement posting date	25 <sup>th</sup> September 2023
Advertisement Closing Deadline	11 <sup>th</sup> October, 2023
Mandatory requirement for application	Labour card MUST be attached without which your application will not be considered.

**Overall purpose of the role:**

Under the direct supervision of the Economic Recovery Manager, the Economic Recovery Officer will be responsible for ensuring the implementation within scope, budget and time of DRC Kodok Office's BHA Economic Recovery activities in the assigned area of responsibility in accordance with approved methodologies, DRC and donor policies and guidelines. The Economic Recovery will be working in cooperation with DRC's Protection/GBV, Camp Management and Shelter & NFIs, in collaboration with local authorities and communities. In addition, he/she will be tasked with reporting and when requested he/she will be involved in monitoring, evaluation and learning activities.

Approved by Acting Director of Labour Office



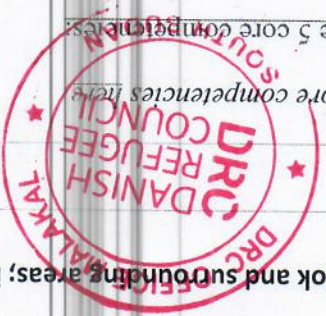




- Responsibilities:** (in bullet points)
- Coordinating, leading and conducting rapid sectorial needs and market assessments in the field;
  - Maintain accurate and confidential case records, ensuring compliance with data protection regulations and ethical guidelines at DRC WGSS
  - Maintain a safe and welcoming environment for women and girls accessing the safe space.
  - Follow established protocols and procedures to ensure the physical and emotional safety of all individuals.
  - Respect the confidentiality and privacy of survivors, maintaining strict adherence to ethical guidelines.
  - Contribute to program monitoring and evaluation activities, including data collection, analysis, and reporting.
  - Data collection by using needs assessment and post distribution monitoring questionnaires. Data collection to be done either via paper forms or through digital equipment;
  - Participate in beneficiary selection processes through agreed criteria and guidelines;
  - Coordinating and conducting field distributions (in kind food or cash) in accordance to agreed criteria and guidelines;
  - Facilitate the identification and/or formation and mobilization of local structures (VSLA, IGA groups, Cooperatives, financial institutions and marketing groups) in the villages and district to assist in delivery of program interventions.
  - Carry out training for beneficiaries in VSLAs, Business Development and Marketing;
  - To contribute actively on conducting baseline/ post distribution monitoring/end line surveys through interview of individual beneficiaries and focus group discussions;
  - Participate in documenting lessons learnt, best practice and case studies to contribute to sector learning.
  - Uphold Core Humanitarian standards to ensure that they are taken in to practice throughout Economic Recovery activity implementation.
  - Produce basic reports on needs assessments and distributions;
  - Prepare detailed activity implementation plans for the activities (distribution of inputs and beneficiaries' capacity building).
  - Facilitate cash-based interventions (Multi-purpose Cash Assistance, Cash for Work, commodity vouchers, etc), by identifying beneficiaries, distribution of cash and monitoring and evaluation of CBI activities.
  - Provide regular report and feedback on the status and effectiveness of the activities to the Manager;
  - Manage the implementation in accordance with the implementation plan and overall project goals and objectives;
  - Coordinate and Regularly participate in the food security clusters and Cash working Group.
  - Conduct trainings, awareness sessions and any other activities in the field as part of the implementation plan;
  - Collect data related to the activities. Carry out need assessment missions and collect secondary data and information supplied. Put forward recommendations for the definition and elaboration of programs;
  - Responsible for data quality and verification of all Economic Recovery data at field level and appropriate storage;
  - Ensures liaison with the communities, maintaining links with community committees and elders, engaging consistently with beneficiaries and other relevant stakeholders;
  - Responsible for logistical implementation of activities, including delivery of goods to the sites



<p><b>Basic:</b> I master the essentials, but may at times need help from others</p> <p><b>Advanced:</b> I can work independently at full professional level.</p> <p><b>Expert:</b> I am the go-to person when others need help.</p>	<p><b>Key stakeholders:</b> (internal and external) N/A</p> <p><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>English</li> <li>Arabic</li> </ul> <p>Fluency in at least one local language</p> <p><b>Education:</b> (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> <li>Diploma in Business Studies, Agribusiness, Development Studies, Social Sciences, and Natural Sciences (Degree would be an added advantage).</li> </ul>
<p><i>Find the definition of DRC's Core competencies here</i></p> <ul style="list-style-type: none"> <li><b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li><b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li><b>Taking the lead:</b> you take ownership and initiative while aiming for innovation.</li> <li><b>Communicating:</b> You listen and speak effectively and honestly.</li> <li><b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul> <p><i>Find the definition of DRC's Core competencies here</i></p> <p>All DRC staff should master the 5 core competencies</p>	



<p><b>Experience and technical competencies:</b> (include years of experience)</p> <ul style="list-style-type: none"> <li>3+ years of proven experience in implementing field-based Economic Recovery related activities for Host community, Refugees, Returnees and IDPs.</li> <li>Demonstrated knowledge of the local context of South Sudan and Upper Nile, Fashoda county in particular.</li> <li>Demonstrated experience to provide technical training on VSLA and business development and management skills.</li> <li>Experience working in hard-to-reach areas</li> <li>Experience in implementing community-led initiatives like PRA/ PVCA.</li> <li>Experience in establishing community centers; preferably in hard-to-reach areas</li> <li>Experience engaging with external partners, including with national NGOs, local/government authorities, INGOs, and UN organizations</li> <li>Commitment to humanitarian principles and values</li> <li>Experience in working with Food Security &amp; Livelihood environment, preferably implementation experience of Resilient Livelihood or related activities, VSLA and market-based approaches.</li> <li>Experience with start-up of new projects</li> <li>Demonstrated team working and problem-solving skills</li> <li>Computer using skills specially Ms. Excel and Ms. Word.</li> <li>Knowledge and understanding of trauma-informed care and the impact of violence and abuse on survivors.</li> <li>Excellent interpersonal and communication skills, with the ability to build rapport and trust with survivors.</li> <li>Strong organizational and time management skills, with the ability to prioritize tasks effectively.</li> <li>Proficient in Microsoft Office and other relevant software applications.</li> </ul>	<p>This position is open DRC internal candidates and residents of Upper Nile /Kodok and surrounding areas; it's not a relocatable position</p>
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**How to apply:** Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo). OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Malaka/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://comm.southsudanngoforum.org/> for other suitable opportunities.

**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.



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