



ICRC

International Committee of the Red Cross (ICRC), South Sudan

The International Committee of the Red Cross (ICRC) is an impartial, neutral, and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

The ICRC values diversity and is committed to creating an inclusive working environment. We welcome applications from all qualified applicants specially women and persons with disabilities.

External/Internal Vacancy Announcement



FUNCTION: Protection of Family Links Field Officer 2 (PFL)  
PLACE OF EMPLOYMENT: YEI

PURPOSE

The Protection of Family Links (PFL) Field officer, based in Yei, contributes to the implementation and monitoring of Yei Sub Delegation's Protection and PFL activities. Reporting to the Protection Team Leader in ICRC Yei Sub-Delegation (SD), the PFL Field Officer contributes to the implementation of the main Protection of family links activities in assigned areas and does so independently. He /she provides regular support to the South Sudan Red Cross (SSRC) Protection Officer and volunteers for the implementation of PFL activities and ensures necessary quality check and implementation of set working procedures. S/he supports and complements the work of other ICRC colleagues in the Protection team working on detention and the documentation and analysis of Protection of the Civilian Population (PCP) events and trends (e.g., related to health care in danger, conflict-related sexual violence etc.) as well as the development of appropriate response strategies.

FUNCTION DESCRIPTION

- Under the supervision of the Protection Team Leader, the PFL Field Officer, implements the Protection of Family Links (PFL) activities, ensuring adequate treatment and timely follow-up of all individual PFL cases and requests. Also ensuring that the information related to individual PFL cases is properly exchanged between the Juba Prot Data and Juba PFL team (JUB Tracing Services).
- In particular, ICRC collection of new Tracing Requests, or receiving new cases collected by SSRC in the field, carrying out a first quality control before transmission of information to the relevant teams Juba Prot Data or Juba tracing Services, ensuring adequate update in Prot6 database carry out the basic caseload analysis on a regular basis and carry out the necessary PFL preparations before any Field Trips, carry out the follow-up during and after the field trip. Supports the follow up of PFL activities through regular meetings, coaching and provision of technical support on the procedures set by Protection/PFL department.
- Identifies challenges and difficulties regarding the PFL file on a ICRC Sub-Delegation or SSRC local level and shares these with the Juba PFL team.
- Supports the PROTECTION/PFL department for the registration and follow-up of cases of Unaccompanied Minors and Separated Children referred by other child protection actors or encountered during regular activities as well as the registration and follow-up of vulnerable adults. S/he organizes cross border and internal family reunifications for these categories of cases.
- Contributes to the assessment of the situation and most important needs of those affected by these events, to identify on this basis the most suitable response and to do the necessary follow-up.
- Receives visitors, answers telephone calls and identify their needs and as per the delegation protection approach offer the corresponding protection services or orientate them towards the appropriate ICRC departments, taking care of managing their expectations.
- Prepare supply requests, carries out the administrative follow-ups with Logistics in line with the set PFL objectives and budget allocated.
- Conducts on his/her own or in support of the Protection team, other Protection activities in the field including documentation of Protection of Civilian population events and detention activities.
- Ensures adequate written reporting to ensure sustainability of his/her work and good institutional memory. Reports include field trip reports, minutes of meeting, PFL documentation (including entering data in Prot6 database) – with appropriate care for staff risk management and confidentiality, as well as update other Protection documentation related to individual cases and contributions to the bi-weekly operational reporting.
- Represents the ICRC vis-à-vis communities, individuals, authorities, and weapon bearers, explaining the ICRC's mandate and activities.
- Develops and maintains contact with the authorities, the South Sudan Red Cross, communities, etc., in line with the PFL strategy and priorities of the delegation and under the supervision of the line manager.

Only short-listed candidates will be contacted.

- Acts as an interpreter for ICRC Delegates during interactions with individuals, communities, and authorities/weapon bearers when necessary, including during sensitive interviews with victims/witnesses of reported violations / other acts causing significant humanitarian consequences.
- Represents the ICRC as an observer at local level protection-related sub-cluster or other external meetings.
- In coordination with the Protection Team Leader, prepares and organizes field trips to follow up specific PFL objectives/response and produce comprehensive field trip reports.
- Contributes to the design and implementation of projects to respond to protection problems and participates in the periodical evaluation of the ICRC's protection action.
- Supports the organisation and implementation of workshops / training / assessments, etc.
- Contributes to the management and follow up of any protection assistance stock and activity costs.
- Undertakes other tasks (which may be administrative / logistics / finance-related), as required.

**Certifications / Education Professional Experience required.**

- Bachelor's degree or equivalent education degree in a humanitarian area, socio-economic development, humanitarian law, human rights or equivalent professional experience with significant numbers of years working in the field of tracing. Post- graduation or master's degree is an asset.
- 4-6 years of experience in the humanitarian field, socio-economic development, humanitarian law, human rights or similar position. Preferably someone with Humanitarian Protection experience.
- Previous confirmed experience in tracing activities in South Sudan, 3 years or more ideally with the ICRC
- Fluent in English, Bari and Juba Arabic (fluency in English and Bari are mandatory)
- Very good level in computer skills
- Skilled in the following competencies: Networking & Communication, Representing the ICRC; Adapting & Learning; Communication (ability to express and exchange views and ideas); Analysis & Synthesis
- Very good knowledge of ICRC mandate, IHL, and of other humanitarian topics
- Very good knowledge of geographically assigned environment (Central Equatoria)
- Flexibility to work in the field
- Very good writing and reporting skills

**Application instructions.** Applicants are requested to create an account online in the e-recruitment system via [Job Ad | Southsudanjob.com](http://Job Ad | Southsudanjob.com) before applying. All applications must be submitted online through E-Recruitment System or via email to [jub\\_sshrrecruitment\\_services@icrc.org](mailto:jub_sshrrecruitment_services@icrc.org) the attention of the **HR Manager**.

**The deadline for application submission is on Monday 05<sup>th</sup> August 2024 at 5:00 P.M.**

**Please Note:** Position is open to South Sudanese nationals only. **Only short-listed candidates** will be called for interviews. Due to the urgency of this position, candidates will be shortlisted on a rolling basis and the position will be assigned as soon as the best candidate is identified, this may be before the application deadline.

A one-page Cover Letter and CV of no more than 2 pages, in English should be provided to support your application.

**The ICRC does not tolerate fraud, sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination. Therefore, selected candidates will be subject to rigorous reference and background checks. All staff hired by ICRC are also expected to follow the ICRC's Code of Conduct. All applications will be treated with the strictest confidence.**



**Only short-listed candidates will be contacted.**