



Approved
State Labour Office
Unity State
Bentiu



JOB ADVERTISEMENT

Job title:	Project Coordinator
Location:	SSRC Bentiu Branch
Reports to:	Head of Branch
Supervisor to:	PSS Officer, WASH Officer and Health Officer
Open date:	November 20th, 2020
Closing Date:	December 11th, 2020



ORGANIZATIONAL CONTEXT

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SUMMARY JOB PURPOSE

A standard set of preventive, promotion, and referral Integrated Health services will be provided through SSRC volunteer networks in the communities to address the access and availability of health services. The Project Coordinator holds primary responsibility for the implementation of providing all necessary health related support to the Bentiu branch team both in emergency and development setting. Under the leadership of Head of Bentiu Branch, he participate and support the branch in health, Psychosocial support, Disaster Risk reduction and WASH related planning, implementation, monitoring and evaluation including capacity building of SSRC staff and

volunteers at the branch. He/she ensures networking with county and state level stakeholders in addressing community health problems. He/she will be based at SSRC Bentiu office he will report to the Head of branch with support from SSRC Headquarter CBHFA coordinator.

JOB DUTIES AND RESPONSIBILITIES

Program design, planning and implementation

- Lead in the operational implementation of the of the Community Based Health in Bentiu branch.
- Work in close collaboration with County Health Officer and WASH Coordinator at county and State level.
- Work in close collaboration with Health, Protection and WASH stakeholders to design the rollout of activities and provide technical support to volunteer team leaders and SSRC branch staff

Training and Development

- Develop and implement quarterly field health related trainings and refresher trainings and co-ordinate with County Health, PSS, Wash Department in its implementation;
- Keep database of relevant training information of health activities at branch level
- Improve volunteers and staff training/facilitation skill through on site coaching and mentoring.

Monitoring evaluation, documentation and dissemination

- Support the PMER unit through coordination of the monthly monitoring data collection by volunteers
- Compile quarterly reports and share with SSRC technical person in head quarter
- Support and facilitate regular project related assessment planning and data collection.
- Ensure timely all field commodities are requested ahead of time
- Ensure financial transactions at field level are done in line with SSRC policies and procedures
- Assist in the preparation of project work plans and documents.
- Oversee financial advance taking and settlement from the field in coordination with Finance staff.



- Monitor and supervise the implementation of project activities to ensure that they are being implemented in accordance with the project plan and technical guidelines;
- Prepare periodic progress reports and work closely with the branch team, county stakeholders in ensuring the accuracy of report
- Discuss and share lessons learned at local/county level meetings.

Human resource management and development

- Manage day to day project staff and volunteers and encourage high motivation levels;
- Ensure an environment of mentoring and support to increase capacity and development of SSRC staff and volunteers.
- Identify and preempt any serious human resource issues, including the regular oversight of performance.

Coordination and public relations

- Serve as the primary point of contact for information sharing between the County and Headquarters office;
- Liaise and build effective working relationships with county and state partners including County Health Directorate and other actors
- Assist in identifying and addressing any information gaps between County Health Directorate and branch team
- Participate and represent/advocate for the project and SSRC in relevant County/state level meetings.
- Represent SSRC Health team at the County/state level as requested by Head of Health Department, ensuring a positive vision of SSRC at all levels of community in Bentiu.

Administration and financial management

- Ensure appropriate usage of office equipment and supplies;
- Oversee the field financial projection and reporting at the Branch level and regular reporting to the Finance/Emergency health Coordinator at SSRC HQ level.

POSITION REQUIREMENTS:

- Professional qualification as health practitioner (medical doctor, bachelor's degree in public health and Environmental Health.
- Project Management education (Diploma).



- 1-3 years minimum experience in field of profession or in implementing health projects with I/NGOs in emergency setting or non-emergency setting.
- Minimum 1-3 years' supervisory experience in implementing health projects, preferably in community health with I'NGO.
- Experience in developing and conducting health-related trainings and community interventions.
- Experience working in or with Republic of South Sudan National or State Ministry of Health, County Health Directorate staff, health providers, health care facilities and/or community-based networks.
- Previous experience managing, supporting, coordinating and mentoring other staff.
- Excellent verbal and written skills.
- Team player, self-motivated and proactive on own initiative to set and achieve goals.
- Highly motivated, self-starter able to lead a process, engage others and create ownership.
- Self-supporting in computers (Windows, spreadsheets, word-processing)

Language;

- Fluently spoken and written English.
- Good command of local languages is a strong asset/Nuer.

How to apply:

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Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

THIS POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY:





Approved

*State Labour Office
Unity state - Bentu*

[Signature]



JOB ADVERTISEMENT

Job title:	Admin and Finance Officer
Location:	SSRC Bentiu Branch
Reports to:	Head of Branch
Open date:	November 20 th , 2020
Closing Date:	December 11 th , 2020



ORGANIZATIONAL CONTEXT

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Job Overview/Summary:

Under the direct supervision of the head of branch, the Finance and Administration Officer (LAO) will support the setup of the SSRC operations in Bentiu branch and other operational units across the state. He/she will be responsible for all administration and logistics tasks, such as conducting local market surveys, managing vehicles and drivers, and supporting the procurement of office space, office supplies, staff accommodation, and program materials. He/she will also support any required follow-up on registration, visas, and other official issues.

Major Responsibilities:

Logistics

- Participate in the preparation, planning and implementation of Finance activities to ensure delivery by program staff of goals and services to recipients on time and in compliance with SSRC and Donor regulations.
- Support in the procurement process for local level purchases ensuring all required documentation is completed including purchase orders, contracts for goods and services and travel.
- Ensure procurement records systems are well managed and maintained.
- Liaise with branch operations and finance to ensure compliance and payment to vendors and contract services is done in time.
- Implement RI standards in respect to inventory control, procurement standards and other operational aspects.
- Coordinate with the Bentiu branch as well SSRC HQ team to plan and receive shipments/deliveries from suppliers as well HQ. Ensure all shipments are received and detailed checks and records in place for the documentation of all goods.
- Establish effective warehouse management systems and ensure quality control measures are implemented.
- Keep track of all local contracts including supply, transport and rental contracts – ensure Bentiu Office has copy on file of all official documents;
- Research and maintain a good working knowledge of local market vendors and prices
- Procure supplies from local vendors in accordance with the SSRC's procurement policies
- Manage and maintain the SSRC's vehicles
- Train and supervise the SSRC's drivers, to ensure they adhere to the SSRC policies related to speed limits, un-authorized passengers, and proper recording of movements in log books
- Collect and maintain all procurement documentation for the SSRC's records

Administration

- Identify rental properties, including staff accommodation and office space
- Oversee the furnishing and maintenance of the SSRC's properties
- Identify and supervise handymen, maintenance workers, and laborers (if any)
- Manage relationships with property landlords and follow-up on contract renewals as relevant
- Maintain organized lists of SSRC assets and equipment
- Advise the branch staff on assets and property that are due for replacement, return, or disposal
- Maintain contact lists for staff, visitors, and partners.



Finance

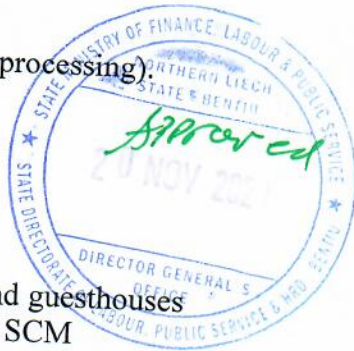
- Keep financial records and perform financial procedures (e.g., receipts, payments requests, and petty cash).
- Ensure expenses are authorized and processed in accordance with agreed procedures for SSRC and donor.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Ensure agreed reporting dates are maintained according to SSRC's policies.

Qualifications

- University degree in Business Administration, Accounting, Management or Finance.
- 2 – 4 years' experience of working for a humanitarian aid organization in Sudan / South Sudan or another developing country.
- Basic Red Cross / Red Crescent Training Course to be completed before or within the first month of employment.
- Commitment to the International Red Cross & Red Crescent Movement
- Staff supervision experience strongly preferred
- Organized, detail oriented, proactive and team player
- Excellent communication, negotiation and interpersonal skills.
- Excellent analytical and problem-solving skills
- Understanding of and commitment to humanitarian principles
- Strong computer competency with word processing, spreadsheets, databases, and other IT skills
- Fluency in English-spoken and written
- Fluency in Juba Arabic (spoken)
- Fluency in speaking one local language preferred
- Self-supporting in computers (Windows, spreadsheets, word processing).
- Teamwork.
- Integrity & personal conduct.

Other

- Support security management efforts for the SSRC's office and guesthouses
- Attend and participate in trainings identified/organized by the SCM
- Follow any new SSRC procedures and guidelines designated in circulars
- Learn SSRC logistics policies and formats



Language;

- Fluency (verbal and written) English and Juba Arabic
- Fluency in speaking one local language / Nuer

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Approved
state Labour office
Bentiu state - Bentiu

JOB ADVERTISEMENT	
Job title:	Health Officer
Location:	SSRC Bentiu Branch
Reports to:	Project Coordinator
Supervisor to:	Volunteers
Open date:	November 20 th , 2020
Closing Date:	December 11 th , 2020

ORGANIZATIONAL CONTEXT

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Main role of the position

The Health Officer is mainly responsible for effective and efficient health project implementation, monitoring and reporting accordingly seeking to maximize intervention with sectoral interventions including health, hygiene promotion, interventions psychosocial support and nutrition to build sustainable community capacity and strengthen community resilience among IDPs and host communities. The Health Officer works in collaboration a wide range of stakeholders to influence the delivery of high quality.

Key duties and responsibilities

- Provide project and technical health support in planning, implementation, monitoring and reporting throughout the project cycle in accordance with SSRC procedures and agreements as set in the MoU;
- Planning and implementation, including budget management and timely quality narrative and financial reporting;
- Identify and train community volunteers and integrate in the community and health structure;
- Mobilize communities and organize into community action groups to initiate assessments, identification and action of community led health promotion and disease prevention activities;
- Enable communities to identify health risks and be aware of actions that can promote health and that can prevent diseases through Boma Health Initiative method
- Provide oversight on the implementation of SSRC boma health initiative, First Aid as well other health components of the project; these include ensuring local leadership engagement in facilitating formation and operationality of community boma health clubs.
- Support the implementation of project core activities (health promotion, First aid) and strengthen community linkages to increase local knowledge, attitude and practices in the prevention of common communicable diseases as well improving nutrition status of infants, pregnant and lactating mothers.
- In consultation with county health department and local community leaders, facilitate the development of health promotion plan of actions at both county and community levels and ensure supervisory support is provided to the established community boma health clubs.
- Review and provide feedbacks to community structures, including BHTs, school health clubs
- Prepare and present monthly work plans based on the approved Project Implementation plan.
- Through coordination with the WASH officer and branch Disaster Response Team (BDRT), support in conducting assessments (KAP surveys, KIIs and FGDs) of Health, WASH and Protection needs in the project area and execute necessary remedial actions.
- Develop and maintain strong working relationship and coordination line government departments, relevant international and local NGOs/agencies engaged in health, hygiene promotion, PSS and nutrition activities in the targeted areas;
- Advocate for quality promotive, prevention and response activities/ services and integration of health, programming to promote risk reduction among the targeted communities;
- Ensure coordination and synergies with other Health, WASH and Protection sector actor programs through attendance in relevant technical working groups and MoH meetings and/or workshops.

Skills

- Practical Knowledge and/or Training in Health promotion and Community Based Health and First Aid (CBHFA) methodologies, with Knowledge and/or experience in integrating



protection, gender and inclusion, community engagement and accountability into community based health and/or hygiene programming.

Core Competencies and knowledge

- High level of Integrity
 - Strong interpersonal and communication skills, with good understanding of relevant cross-cultural issues.
 - Positive, respectful attitude and collaborative approach to diversity
- Track record in participation, technical training, facilitation and awareness raising activities
- Demonstrated attention to detail; ability to follow procedures, meet deadlines and work independently as well as cooperatively with team members
- Team player, self-motivated and proactive on own initiative to set and achieve goals

Qualifications;

- Minimum Bachelor's Degree or Diploma in Health Sciences (e.g. Nursing, Public Health, Nutrition, Clinical Medicine) Health Systems Management, or Social Sciences BUT with training in Public Health from a reputable institution;
- At least 3 years' experience in implementing community based health projects.

Language;

- Fluency (verbal and written) English and Juba Arabic
- Fluency in speaking one local language / Nuer



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State Labour Office
Unity State - Bentu



JOB ADVERTISEMENT	
Job title:	Water Sanitation and Hygiene (WASH) Officer
Location:	SSRC Bentiu Branch
Reports to:	Project Coordinator
Supervisor to:	Volunteers
Open date:	November 20 th , 2020
Closing Date:	December 11 th , 2020



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SUMMARY JOB PURPOSE

The WatSan officer is responsible for the implementation of all SSRC Water, Sanitation and Hygiene activities in Unity State. This involves the planning of activities, the monitoring of implementation, the regular contact to and coordination with all other actors in the WASH sector in the State, especially the population of Unity state, regular reporting to the Branch management and technically to WASH department in the HQ in Juba. The officer is expected to self-responsible work to contribute to the raising of Water and Sanitation standards for the population of Unity State, reacts to needs that arise from disasters in his field of expertise and work towards implementation of the SSRC Water- and Sanitation strategy.

JOB DUTIES AND RESPONSIBILITIES

Self-responsible implement projects and activities in the field of Water, Sanitation and Hygiene

- Assess the needs of the local population
- Plan, implement and supervise infrastructure interventions: e.g. Rehabilitation or repair of water sites, creation of new water sites like drillings, water-treatment points in disasters etc.
- Plan, implement and supervise hygiene promotion activities: train teams, create time plans, communication with communities, supervise sanitation interventions, give technical advice
- Organisation of SSRC WatSan volunteers: constantly motivate, coordinate and organize the branch WatSan volunteers, self responsible identify training needs and delegate responsibilities to senior volunteers. Identify needs of local population together with volunteers in the communities
- The position is a field position which requires regular travels to locations within Unity State or to coordination meetings around South Sudan.
- The WASH officer works constantly to improve his own skills in technical aspects of Water and Sanitation and Hygiene Promotion techniques.
- This position requires a high degree of self-responsible planning, reporting and communication skills

Coordination within SSRC

- Participate in Branch meetings
- Actively contribute to constantly raise the strength of the SSRC Bentiu Branch
- Coordinate activities with all branch officers
- Ensure proper coordination with all movement partners active in Unity State: SSRC, ICRC, IFRC and supporting national Red Cross / Red Crescent societies

Coordination with stakeholders

- Represent the SSRC in the WASH cluster forum at state level or any other relevant forum
- Represent the SSRC before the directorate of rural water supply and sanitation of Unity state and all other government authorities (county commissioners, town Council, etc.) relevant for a proper implementation of WASH activities.
- The WASH officer keeps constant contact and dialogue with the population of Unity state, self-responsible stays up to date with humanitarian needs in the sector, follows up interventions, link communities with the local Red Cross volunteers

Reporting

- The WASH officer reports regularly to the Branch management
- The WASH officer reports regularly Technically to the WASH department in Juba
- The WASH officer self-responsible reports all information or events that do not fall under the regular reporting to the branch management, the WASH department
- The WASH officer provides all relevant data to enable other SSRC officers to fulfil their duties and cooperates with them in assessing information (e.g. in case of disasters)
- The WASH officer reports all relevant information regarding the WASH sector to the government authorities of Warrap State.



- The WASH officer reports to the local coordination bodies, especially the WASH cluster

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in the South Sudan region of operation through effective managerial and lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform any other work related duties and responsibilities that may be assigned by the supervisor/ line manager.
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

POSITION REQUIREMENTS

- Diploma in Water Engineering, Public health, Water Supply etc
- Further education in related field
- 5 years minimum related work experience.
- Previous work experience with an I'NGO or in the humanitarian sector
- Previous experience in programming or project management
- Demonstrated experience in managing and supporting staff and volunteers
- Proven work experience in the field of hygiene promotion, sanitation, water infrastructure technics, household water treatment and related fields
- Previous experience in operational oversight, with planning, reporting, and resource management
- Previous experience with the Red Cross / Red Crescent movement
- Familiar with the water and sanitation sector on Unity State and South Sudan in general
- Familiar with the locally used water sources and infrastructure (water yards, hand pumps, protected wells,...)
- Familiar with household water treatment techniques and water quality testing
- Familiar with hygiene promotion and sanitation approaches (CLTS, PHAST, PHASTER, CHAST and menstrual hygiene management) and technical skills for both long term development and emergency response
- Ability to provide trainings, education and presentations to SSRC officers, volunteers, community leaders and government authorities
- Experience in conducting Water and Sanitation baseline surveys
- Team player, very self-motivated and proactive on own initiative to set and achieve goals
- Extensive skills and demonstrated abilities in building strong



reporting and have to ensure that the activities are done in line with the National, International and South Sudan Red Cross strategies and standards for Protection.

Job Duties and Responsibilities:

The tasks listed are representative of the nature and level of work assigned and are not necessarily all- inclusive.

Program Planning

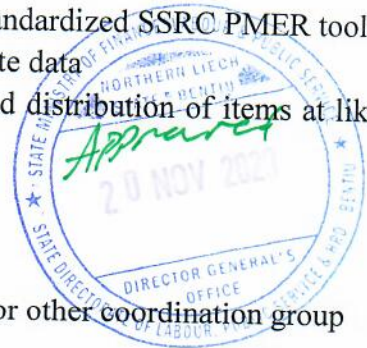
- Work closely with the HQ SGBV/PSS Coordinators and management of the branch when necessary to ensure project achievement as per the targets.
- Monitor SGBV trends, gaps in services and SSRC capacities to better address needs in the assigned field locations.
- Contribute to ongoing programmatic assessments and ensure continuous improvement within the project.

Program Implementation

- Contribute to the implementation, monitoring and evaluation of SGBV and Protection, Gender and Inclusion components.
- Facilitate mainstreaming Protection into all priority areas of the National society.
- Enhance the capacity of SSRC staff and volunteers through trainings together with the HQ SGBV Coordinator to deliver SGBV and Protection, Gender and Inclusion and awareness raising at community and school level.
- Supervision and coaching volunteers to ensure effective, efficient and timely implementation of project activities.
- Develop and maintain accurate records of all activities using standardized SSRC PMER tools
- Support the compilation of reports and assessments with accurate data
- Raise and track procurement requests and plan the delivery and distribution of items at like dignity kits at field level
- Plan and monitor budget for the assigned field site

Coordination

- Participate and contribute to the GBV working group meetings or other coordination group related to SGBV in the area of intervention
- Coordinate with National and International INGOs, UN agencies and other stakeholders to ensure holistic support to survivors, including participation in strengthening referral pathways.
- Advocate and provide adherence for the SGBV guiding principles for working with survivors.



Duties Applicable to all Staff

- Work and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.
- Work towards the achievement of the South Sudan Red Cross goals through effective teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform any other work duties and responsibilities that may be assigned by the supervisor

Code of Conduct

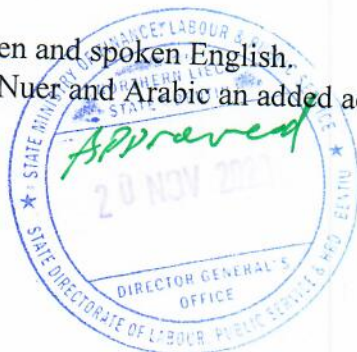
It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation and Abuse, Child Safeguarding and any suggested violation of our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment and any other abuse of power. If you see, hear or made aware of the above mentioned act of misconduct or abuse then you have an obligation to report.

Qualifications;

- Bachelor's degree or Diploma in Social Work and Social Administration, Psychology, Gender, Community Development and Sociology.
- Further Education in related field
- At least 1 - 3 years experiences in protection (SGBV and PSS) or related field.
- Supervisory experience
- Proven training and facilitation skills
- Familiarity with SGBV guiding principles, standards and guidelines for SGBV.
- Programming and coordination as well as guidance on protection from SEA.
- Ability to exercise sound judgment, remain flexible and to work and make decisions independently.
- Strong communication skills.
- Specialized training in reproductive health, social work, psychosocial support, child protection and/or fields directly related to gender-based violence prevention and response.
- Strong Communication Skills.
- Familiarity with tools for M&E related to the SGBV / Protection sector.
- Gender mainstreaming or disability inclusion experience is an asset.

Language:

- Fluency in written and spoken English.
- Local language/Nuer and Arabic an added advantage .



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state - fabian office
county state, Bentu

[Signature]



JOB ADVERTISEMENT

Job title:	Security Guard
Location:	SSRC Bentiu Branch
Reports to:	Admin and Finance Officer
Sector:	Support Services
Open date:	November 20 th , 2020
Closing Date:	December 11 th , 2020



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Job Overview/Summary:

The Security Guard provides and maintains security in SSRC Bentiu Branch.

Major Responsibilities:

Security

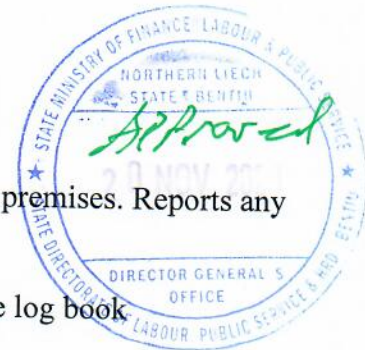
- Applies the established security rules at all times
- Remains awake, alert and on duty post during the shift
- Controls entrance, welcomes and checks identity of visitors and records in the visitor log book
- Forbids any person carrying any weapon to enter the ICRC premises
- Patrols in the compound every hour or according to the instructions
- Ensures that all gates are locked and not blocked. Opens and closes the gates.
- Performs regular checks of the premises/compound (including fire extinguishers, windows, doors, security lights, barriers, sand bags and piping) to prevent incidents and report for any defect
- Checks the cars parked in the compound or in front of it (lights off, windows closed, etc.) and informs the car drivers if necessary according to the findings
- Cleans the immediate outside area of premises on a regular basis as appropriate
- Ensures that the building/compound is free from potential security hazards (fire, thefts, floods) by regularly checking doors and windows and patrolling
- Knows emplacement of fire extinguishers, shovels and any other mean to fight fire. Uses fire extinguishers if necessary.
- Immediately reports any problem/incident or anything suspicious to his/her hierarchical supervisor.
- Ensure that the guard post is not left unattended (i.e. does not leave the post until the guard on the next shift has arrived) and ensures proper handover to the next shift.

Generator & Water Supply

- Operates generator and respects rules for their usage
- Reports damage and shortage of fuel.
- Checks water supply and ensure there is running water for the premises. Reports any damages or issues with the tap.

Reporting

- Reports any incident to supervisor and records any event in the log book
- Responsible for keeping the log book in good conditions
- Registers ingoing and outgoing persons in the log book
- Helps to dispatch outgoing and incoming parcels, bags or luggage and documents it in logbook
- Controls temporary stored goods in the guard post
- Reports to the supervisor if any items are missing or need replacement



Qualifications

- Primary leaving Certificate or its equivalent.
- Oral and written English Language
- Knowledge of local Language is added advantage.
- 1 - 3 years of relevant experience in security provision in the premises.
- At least two years of work experience as a security guard particularly NGOs experience preferred.
- Organized, detail oriented, proactive and team player.
- Excellent communication and provision of feedback.
- Excellent analytical and problem-solving skills.
- Understanding of and commitment to humanitarian principles.

Language;

- Fluency (verbal and written) English and Juba Arabic
- Fluency in speaking one local language / Nuer

How to apply:

Interested applicants should submit their Cover letter, CV with 3 references, Copy of National ID and Certificates including day time telephone contact to Human Resources Department. Or by email: vacancy@ssdredcross.org please indicate 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 Branch Office in Bentiu. Please indicate clearly the position you are applying for on the back of your envelop.

You Must arrange your documents in the following sequence.

1. Cover Letter
2. Curriculum Vitae {CV}
3. Copies of Certificates and National ID

Deadline for submission is on 11th December 2020.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

THIS POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY:

