



JOB ADVERTISEMENT	
Job title:	Emergency Preparedness & Response Coordinator
Duty Station	SSRC JUBA HQS
Unit/Dept./Delegation:	Disaster Management
Reports to:	DM Manager
Supervisor to:	Senior EPR Officer (HQ) & EPR Officers (Branches)
Deadline Date:	28th February 2020

Organizational Context

The South Sudan Red Cross (SSRC) is one of the 191 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross and Red Crescent Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of sub branches and units. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 12,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.

Summary Job Purpose

The Operations Coordinator will provide leadership during all SSRC operations. He is responsible for ensuring the effective coordination of all SSRC Operations, between SSRC departments and branches and with partners. He will ensure adherence to SSRC procedures and policies during operations and provide effective accountability to all stakeholders.

Job Duties and Responsibilities

Coordination and Management

- Maintain effective coordination and collaboration during emergency operations between all departments, branches, teams and partners engaged in the operation

- Ensure that all operations adhere to SSRC policies and procedures and reflect good practice
- Function as the EOC Coordinator during emergencies; ensuring timely sharing of situational updates, DMIS postings and development of EPoA
- Identify gaps and constraints during operations and escalate to DM Manager for further action
- Maintain effective communication during operations with all relevant authorities, both locally and at national levels
- Participate in inter-agency cluster and other coordination meetings
- Oversight of assessment on needs in collaboration with multi-agency teams to establish critical needs
- Maintain strict adherence to SSRC security procedures during operations
- Design and implement a preposition plan; and supervise the relief and distributions during emergencies
- Collaborate with the heads of programme departments (DM, Protection, Health, WASH) to identify gaps in operational capacity at HQ and branch levels and develop initiatives to respond to these gaps
- Lead the conducting of Damage Assessment & Needs Analysis (DANA), utilizing innovative tools and ensuring the teams are well resourced and equipped
- Provide leadership to multidisciplinary teams to develop, implement and evaluate strategic management plans using participatory community methods, in order to improve performance standards and organizational effectiveness

Capacity Strengthening

- In collaboration with the DRR Coordinator, support Branches and other stakeholders to develop community-based action plans, strategies and budgets aimed at supporting affected persons resulting from a disaster
- Strengthen the capacity of SSRC departments, teams and branches to implement effective operations
- Develop and maintain all necessary policies and standard operation procedures relating to SSRC Operations, ensuring that they are fit for purpose
- Ensure that all operational policies and procedures are disseminated to and understood by all departments and branches
- Identify potential areas of training/capacity building for DM staff and volunteers
- Support the establishment and sustainability of EATs
- Ensure that relevant SSRC documents (e.g. Contingency plans and SOPs) are timely updated/ reviewed and disseminated to staff and volunteers

Planning, Monitoring, Evaluation and Reporting

- Collaborate with the PMER team to deliver effective monitoring of operations, ensuring an appropriate response to any issues identified
- Coordinate the timely evaluation of all operations, ensuring that lessons learnt are disseminated within SSRC and to partners and acted upon in future operations
- Produce regular, timely and accurate narrative reports with summary of the financial expenditure for the SSRC for ongoing operations in close collaboration with PMER Coordinator

- Ensure that beneficiary communication/ feedback mechanisms (CEA) are incorporated in all SSRC programmes

Lateral Relationship

- Ensure that the SSRC Emergency Committee is well-briefed during operations
- Liaise with and support the Branch Directors to ensure the effective deployment and utilization of resources
- Establish and maintain effective working relationships with other colleagues
- Ensure effective working relationships with ICRC, IFRC, PNS colleagues and relevant line ministries and other stakeholders
- Ensure effective working relationship with technical and service departments at regional and international level

Position Requirements

- University degree in social science (Economics, Business Administration, Development Studies, International Relations).
- At least three years' experience in coordinating and managing operations in both development and emergency context.
- Experience in supporting organizational learning, accountability and performance
- Experience in training and mentoring staff members
- Experience of working for a humanitarian aid organisation
- Self-supporting in computers (Windows, spreadsheets, word processing)
- Excellent communication skills
- English (fluent)

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 Headquarters. Plot #4, Block Ministries, Munuki Area, Juba
Please indicate clearly the position you are applying for on the back of your envelop.

You should arrange your documents in the following order.

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

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

Female candidates are encouraged to apply.