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Labour HQRS  
State



Date: 5<sup>th</sup> February 2024

# Islamic Relief Worldwide

REF. JOB: ADVERTISEMENT DISASTER RISK REDUCTION (DRR) & CLIMATE CHANGE ADAPTION (CCA) OFFICER

**Position:** Disaster risk reduction climate change adaption Officer (02)

**Base Location:** Kapoeta East and Tonj North Counties

**Reporting to:** FSL Coordinator

**Matrix:** Field Coordinator

**Line Management Responsibilities:** N/A

Islamic Relief Worldwide (IRW) is an international relief and development charity that envisages a caring world where people unite to respond to the suffering of others, empowering them to fulfill their potential. We are an independent Non-Governmental Organization (NGO) founded in the UK in 1984. Working in 47 countries, we promote sustainable economic and social development by working with local communities to eradicate poverty, illiteracy, and disease. We also respond to disasters and emergencies, helping people in crisis. Islamic Relief provides support regardless of religion, ethnicity, or gender and without expecting anything in return.

IR East Africa Region secured a 40-month climate adaptation and resilience-building project funded by IRUSA targeting Somalia, Ethiopia, Kenya, Sudan, and South Sudan. The main goal is to reduce vulnerability to climate shocks among smallholder farmers, pastoralists, unemployed youth, and Internally Displaced Persons in the East Africa Region.

Islamic Relief Worldwide South Sudan is implementing several projects in the sectors of Food, WASH, Health and nutrition, Education, GBV, and shelters.

## ROLE PURPOSE:

Under the supervision and in regular consultation with the IRW- South Sudan FSL Coordinator and Field Coordinator, the Disaster Risk Reduction and Climate Change Adaptation Officer will be responsible for the implementation of disaster preparedness to enhance community building capacity for disaster risk management (DRM) and climate change adaptation through early anticipatory actions, Disaster Management (Preparedness, Resilience, Response and Recovery) at the County, Payam and Boma level in coordination with local DRM committees and other stakeholders, support to integrate DRM strategies into graduation Module.

## KEY WORKING RELATIONSHIPS

Has regular contact with all staff in the Field Office. Close contact with the Field Coordinators, FSL Coordinator, and Emergency Response Programme Manager.

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Website: [www.islamic-relief.org](http://www.islamic-relief.org)  
RRC Reg No.051



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0929732333

**WARRAP OFFICE**  
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Tel: 0920522368

**KAPOETA**  
Narus Compound  
Diocese of Torit  
Tel: 0925609594



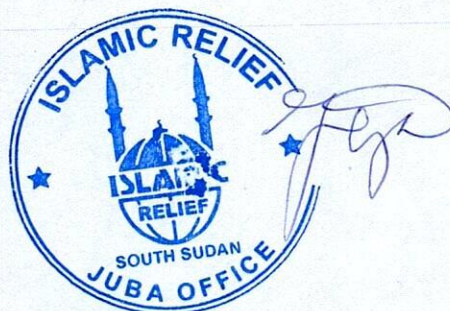
### **Scope of the Role:**

- The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.
- The job holders have to follow compliance with core humanitarian standards and IRW compliance in the whole project management cycle (PCM) proactively.

### **Responsibility for Resources:**

#### **Key Accountability 1: Implementation of all aspects of DRR & CCA activities**

- Lead in Project DIP Preparation, and development of training manual in accordance with IRSS policies and Standard Operating Procedures in Project implementation.
- Efficiently implements project activities as per DIP and activity work plans in coordination with project team members and support teams, as appropriate; some of the key activities to be implemented.
- Ensure efficient and effective implementation of DRR, CCA, food security and livelihood intervention, and related interventions at the community level.
- Take the lead to sensitize the communities on DRR/CCA activities and mainstreaming in project activities.
- Serve as a focal person for regular advice or support on Disaster Risk Reduction (DRR), Climate Change Adaptation (CCA), Disaster Preparedness (DP), and Disaster Management (DM) for targeted communities.
- Identify and localized community-based EWS in partnership with other agencies Early Warning Working Groups and local Disaster Management committees.
- Taking a lead in conducting service delivery analysis on assessment and response to protection needs of local emergency response systems at targeted communities.
- Taking a lead in facilitating focus groups and community consultation workshops to collect the data and information from targeted communities for community needs assessment on DRR, CCA, DP, and RM ecosystems in the communities.
- Producing and disseminating the analysis report to IRSS, targeted communities, and local authorities in responding to disasters and emergencies and the protection of women, children, and other vulnerable groups.
- Strengthening mechanisms and coordination between community-based organizations and government bodies to ensure that the disaster risk reduction action plans and disaster preparedness plans are collectively agreed upon and implemented.
- Working closely with local authority and community leaders in developing and implementing the referral guidelines or standard operating procedures related to protection services to the target population in disaster and emergency situations.





- Responsible for documenting and facilitating analysis processes related to functioning and gaps related to DRR, CCA, DP, and Disaster Management in supporting the food security and livelihood needs of the target population, program adjustment, or future program design.
- Promotion of a culture of open data and information sharing among all stakeholders in Disaster Risk Reduction (DRR) and Climate change Adaptation (CCA).
- This list is not limited; the employee may be required to perform any other task necessary and compatible with its functions.

#### **Key Accountability 2: Monitoring, follow-up, and reporting**

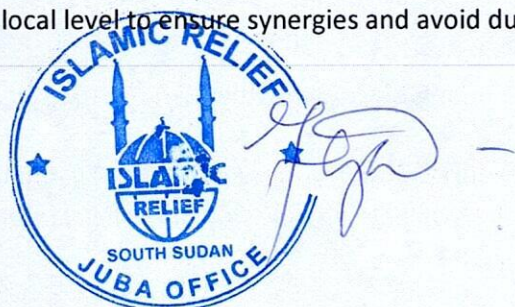
- Monitor and follow up the implementation of the activities and provide feedback to the primary beneficiaries if any adjustment is needed during implementation and share feedback with the MEAL team and line manager.
- Capture feedback/suggestions/complaints of the primary and secondary stakeholders regularly following the CRM mechanism of IRSS and Core Humanitarian Standard.
- Timely submission of daily and weekly Progress updates to the food security and Livelihood coordinator.
- Compile and maintain proper record keeping of Project activities in hard files and soft databases.
- Responsible for maintaining a record of internal and external communication including emails, letters, purchase requisitions, and other relevant documents.
- Ensure compilation of data/reports from the field on a daily, monthly, and periodic basis regarding the project
- Document DRR & CCA success stories and lessons learned to accompany the performance reports.
- Operational assessments including community risk assessment and identification of specific community needs/gaps for DRR and CCA.

#### **Key Accountability 3: Capacity Building**

- Facilitate the community consultation workshops in establishing locally owned action plans for capacity building to strengthen the disaster preparedness plan and disaster management plans of the communities.
- Facilitate training to IRSS staff on DRR & CCA with support from the FSL Coordinator and the ERP Manager.
- Build capacity of staff and other key stakeholders in emergency preparedness response planning and management issues.

#### **Key Accountability 4: Coordination with key stake holders**

- Coordinate activities with local authorities, cluster members, and other implementing actors at the local level to ensure synergies and avoid duplication.





- Represent IRSS in meetings with local authorities and stakeholders at the state level and community levels.
- Maintain coordination and appropriate information sharing and communication lines with partners and stakeholders at the field level to avoid duplication and maximize synergies.

## **MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE**

### **Qualifications/skills/experience**

#### **QUALIFICATION:**

- University degree in Disaster Risk management/Climate Change/Geography/International Relations/social sciences, or management sciences, agricultural sciences, and environmental sciences.
- At least 3-4 years' experience working within result-oriented teams; preferably with an international organization.

Additionally, valuable for this role will be the addition of GIS application skills.**KNOWLEDGE AND SKILLS:**

- Key knowledge and understanding of field-level humanitarian response mechanisms (UN clusters), including situation updates, need assessments, risk assessments, accessibility, rapid response, and recovery programming, as well as coordination with key actors.
- In-depth knowledge of DRR/CCA, development and/or emergency programming, and management of the South Sudan National Disaster Risk Management Framework, including the National Adaptation Plan and other relevant policy implementations. Experience in delivering DRR/CCA training to community groups.
- Extensive background working at the local and national levels in partnership management, monitoring, accountability, networking, and advocacy. Proven experience in supporting and implementing Disaster Risk Reduction and climate change adaptation in the community and at institutions.
- Experience in research, analysis, and report writing.
- Demonstrated experience in working in complex working environments; within South Sudan Disaster prompt areas.
- Self-motivated and able to work with little supervision
- Good interpersonal and communication skills.
- Excellent knowledge of Microsoft Office software packages (MS Word, Excel, Access, etc.).

#### **How**

**to**

#### **Apply:**

Interested and talented candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates at latest **Thursday 22<sup>nd</sup> February 2024 —IRSS office in Juba :**  
[IRSS.recruitment@islamic-relief.com.ss](mailto:IRSS.recruitment@islamic-relief.com.ss)





- Only shortlisted candidates will be contacted.

Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date. <sup>22nd</sup> February 2024

