

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

**Vacancy No. MAK 2023/07/09/0001**



**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	<b>Camp Coordination &amp; Camp Management Manager</b>
Reports to	<b>Area Manager</b>
Duty Station	<b>Malakal</b>
Contract Type	<b>Standard</b>
Employment Start Date	<b>As Soon as Possible</b>
Salary	<b>According to DRC Salary Policy</b>
Eligibility	<b>South Sudanese Nationals Only</b>
Advertisement Closing Deadline	<b>26<sup>th</sup> September, 2023</b>



**Overall purpose of the role:**

The Camp Manager plays an important role in our operations, heading a key program within the Malakal operations area, encompassing Kodok, Malakal town, Malakal PoC, and the Blukat reception centre. Entrusted with the oversight of CCCM activities in these specific locations, the Camp Manager's duties extend to coordinating assistance, protection, and the delivery of general services to the identified communities. They ensure the establishment and sustenance of effective governance structures, emphasising beneficiary participation in decision-making and community affairs execution. A strong focus is maintained on comprehensive information management, integrating rigorous monitoring and feedback systems. The role demands facilitating open communication with the population and supervising the operation, care, and maintenance of related services. The Camp Manager collaborates closely with Sector Managers within DRC, forging and maintaining robust partnerships with all stakeholders. Reporting directly to the Area Manager, they benefit from technical support from the CCCM Technical Coordinator based in Juba. Leading a dedicated DRC camp management staff team, the Camp Manager oversees contracted national personnel and extensive groups of casual or incentive workers.

**Responsibilities**

To achieve the objectives of the position, the CCCM Manager will perform the following tasks and undertake the following responsibilities;

**Promote beneficiary participation of IDP communities.**

- **Engaging Beneficiaries:** Prioritize the involvement of Internally Displaced Persons (IDP) communities in decision-making.
- **Formation of IDP Committees:** Champion the establishment of IDP committees that reflect the true diversity of the community. This includes ensuring representation from various groups, notably the elderly, youth, and persons with disabilities.
- **Structured Communication:** Regularly convene formal meetings and dialogue sessions with community representatives to foster open communication channels.
- **Capacity Building:** Dedicate resources to the professional and personal development of community leaders, committee members, and special interest groups. This will be achieved through training, Focus Group Discussions, and continued dialogue sessions.
- **Feedback Mechanisms:** It's imperative to have robust feedback procedures and grievance redressal mechanisms. This will be facilitated by setting up service desks, other accessible points of contact, and dedicated forums where both the IDP and host populations can voice their opinions and concerns, ensuring they are heard and acknowledged.
- **Collaborative Community Action:** In collaboration with the protection team, orchestrate a community action planning process that emphasizes community ownership of solutions, ensuring sustainable and inclusive outcomes.



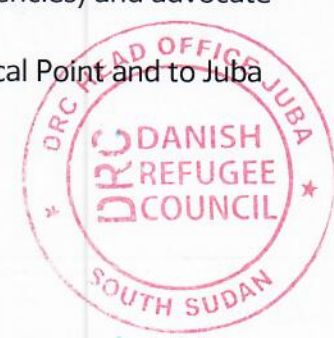
### Promotion and facilitation of humanitarian services

- **Leading Regular Meetings:** Host weekly management discussions involving humanitarian groups and community leaders across all locations.
- **Site Planning and Design:** Collaborate with partners, local authorities and community representatives to design and plan sites. This ensures that people can access services and that the design promotes public health. This includes initiatives where locals can earn, such as creating drainage systems and improving road access.
- **Information Sharing:** Offer clear information about humanitarian services to all residents. Also, help in smooth communication between displaced persons, the local community, and aid agencies.
- **Promoting Peace:** Work on initiatives that encourage understanding and peace among community leaders.
- **Managing Distributions:** Oversee the distribution of goods and services across all locations as needed.
- **Celebrating Together:** Support and organise events for the community to celebrate global and public occasions.
- **Population Tracking:** Put in place a straightforward system to monitor the population and the assistance they receive, ensuring everyone is accounted for.



### Monitoring and coordination

- Monitor the population flow in and out of the sites
- Ensure gaps in assistance to beneficiaries are filled and avoid duplication of activities by conducting regular and systematic monitoring of service delivery in the location, drawing the attention of stakeholders and partners to overarching needs
- Conduct service monitoring across sectors in the location to gain and share a holistic understanding of services and standards in the area
- Work with the CCCM cluster lead to advocate for adherence to agree upon minimum standards of services among stakeholders and partners
- Identify and formalize roles and responsibilities between agencies providing services in the site as a crucial function to addressing gaps and helping to avoid misunderstandings
- Gather information about presence and needs of IDP population outside the IDP sites, (as security and access permits and in link with other agencies) and advocate for support to these populations as required
- Reporting to and coordinating with the CCCM Cluster State Focal Point and to Juba via the DRC CCCM Technical Coordinator



### **Management of information and facilitation of communication**

- Receive, conduct and/or facilitate baseline information on the characteristics of the population to inform, additional assistance programmes and the effective coordination of distributions
- Liaise with Protection Department to identify people with special needs (child headed families, unaccompanied orphans and minors, the elderly, people with disabilities, etc.) in order to facilitate their timely and convenient access to services
- Operate information dissemination boards and other channels of communicating information between agencies and the residents in the area
- Coordinate with other partners on dissemination of public announcements and messages

### **Budgeting, Budget expenditure and Budget Tracking**

- Disburse and track expenditure of camp management budget component, flagging any over and under expenditures in a timely manner
- Prepare project procurement plans and order for materials in a timely manner



### **Human Resources and Administration**

- Supervise camp management team of contracted and casual staff, ensuring effective staff deployment, performance planning and appraisals for supervisees
- Manage casual staff contracts and camp service contracts
- Ensure staff is well versed on the DRC's Code of Conduct, accountability, respectful dialogue with the IDPs, and prevention of sexual exploitation and abuse

### **Coordination and Representation**

**Act as DRC's Ambassador:** Attend and actively engage in coordination meetings related to CCCM issues, as directed by the Area Manager.

**Building Bridges:** Connect with partners, local officials, and communities to further the goals of the CCCM program in the area.

**Sharing Knowledge:** Establish solid connections with CCCM teams across other DRC locations in South Sudan, promoting a culture of sharing insights and experiences.

**Additional Responsibilities:** Carry out any other tasks and responsibilities as directed by the Area Manager.



**Experience and technical competencies:** (include years of experience)

- At least 2 years' camp management experience, of which at least 1 year should be at international level and in South Sudan or a similar context;
- Experience in Transit / reception sites and centres.
- Proven technical knowledge of CCCM, project cycle management, SPHERE standards and accountability principles;
- Experience in proposal and budget development and project implementation (including budget management);
- Understanding of and experience in engaging the cluster system in IDP camps or coordination mechanisms in refugee camps;
- Ability for rapid analysis of complex issues, strong decision-making, and translation of programmatic learning and priorities into operational strategies;
- Excellent interpersonal skills, cross-cultural communication and ease in managing a multi-ethnic team;
- Good team leadership and conflict resolution skills, consensus team building, and adaptability;
- Patience and understanding to work with and develop the capacity of national staff.
- Experience delivering programs to tight deadlines;
- Good computer and IT skills and strong communication and writing skills;
- Fluency in written and spoken English language, Proficiency in Arabic is a plus.
- Ability and willingness to work in very remote and isolated locations with limited resources and possible security risks;



**Desirable qualifications**

- Consistently approaches work with energy and a positive, constructive attitude;
- Prior experience in South Sudan, an added advantage
- Self-motivated and able to work with a minimum of guidance and supervision
- Experience working in security-sensitive environments and enforcing team security protocols is an asset.



<p><b>Education:</b> (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> <li>• A degree in political/social sciences, management, development studies, international development or equivalent degree qualifications</li> </ul>	<p>Find the definition of DRC's Core competencies <a href="#">here</a></p> <p>All DRC staff should master the 5 core competencies:</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><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>• English</li> <li>• Arabic: added advantage</li> </ul>	<p>Find the definition of DRC's Core competencies <a href="#">here</a></p> <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) Area Manager, CCCM Technical Coordinator, CCCM team and other sector teams in Malakal (protection, FSL, shelter/NFI)</p>	



### 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 Malakal/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://comms.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.

