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INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: JBA-2019/14/8/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the 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/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG 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-DDG is operational in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit: -

Position Title	General support
Report to	Supply chain Manager
Duty Station	Juba
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date	As soon as possible
Eligibility	South Sudanese nationals only
Salary	According to DRC DDG Salary policy - non negotiable
Advertisement Closing Deadline	3 rd September, 2019

Purpose of the post:

Overall purpose of the role: Under the supervision of supply chain officer, ensure the general support for cleaning the office and residence compound garden, supporting and reporting on repair and maintenance needs, disposing garbage on daily basis compound furniture, loading fuel management, etc.

Responsibilities and Tasks

- Assist officer in charge of Facilities management to ensure DRC DDG office and accommodation properties are managed responsibly;
- Ensure always the functioning generators **200 KVA and 220 KVA** and **vehicles** have sufficient fuel to run twenty-four hours/day and seven days a week (24/7).
- Ensure the day to day refuelling of the generator and vehicles when necessary with minimum supervision by the supervisor.



- Assist in loading and packaging of operation materials in the warehouse
- According to schedule determined by the facilities officer, take and keep records of the fuel reading before and after refuelling generators and cars. Records shall include **Date, Pump reading, Generator running hours, Vehicles running Odometers /Km and fuel quantity issued**) in the generator timesheet.
- Check the reserve fuel tank, using deep stick, to determine exact fuel balance and report to the supervisor to avoid sudden running out of fuel.
- Supervise delivery and receive fuel supply and confirm quantity to the supervisor to sign the delivery note;
- Report to the supervisor any problem in regards to general compound and facilities.
- Organize the warehouse and compound thoroughly.
- Cutting the floor grass using grass cutting machine or local tools from the office, accommodation and compound at large;
- Clear and dispose rubbish from the office and all the compound everyday
- Ensure the whole compound is clean and conducive;
- Sweep the compound every morning
- Perform any other duties assigned by the supervisor and the DRC- DDG supply chain management.

PERSON SPECIFICATION:

Qualifications and Experience

- Desirable experience in similar role or with an INGO/NNGO is an asset

Education

Education: (include certificates, technical etc.)

- Secondary School Certificate or at least 2 years of secondary school Education Supported by over 2 years of Experience in similar role.

Languages: (indicate fluency level)

- Basic English proficiency
- Fluency in local Arabic language

How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV, academic documents and National ID Card to Human Resources Department through Ssd-jobs@drc.ngo OR submit your hard copy application to the Human Resource Department to the attention of HR Manager DRC-DDG Office located along Addis Ababa Road opposite NPA Mine Action Main Office

Title of the position/vacancy number **MUST** be clearly marked in the application and on envelop.

Gender equity: DRC-DDG is committed to achieving gender parity in staffing at all levels. In light of this women candidates are particularly encouraged to apply to bridge the gap.

Equal Opportunity: DRC-DDG is an equal opportunity employer. We value diversity and we are committed in creating an inclusive environment base on mutual respect for all the employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status, or other protected characteristics.

Further information

Please note, as these positions are urgent, applicants may be shortlisted and interviewed prior to the 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://www.southsudanngoforum.org/boards/index.php?board> for other suitable opportunities.

