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Approved by  
MOL  
07/04/2021  
M. H. H.



JOB ADVERTISEMENT	
Job title:	Head of Branch
Location:	SSRC –Bor Branch
Reports to:	SSRC Secretary General
Open Date:	April 7, 2021
Close Date:	April 26, 2021

### Organizational Background:

The South Sudan Red Cross (SSRC) is one of the 193 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 9<sup>th</sup> March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and 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 units. There are currently over 230 SSRC staff members across the country and approximately 14,000 volunteers across the country.

The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

### Job Summary

The overall purpose of the job is to oversee the Operations/activities of the South Sudan Red Cross in the state and Coordinate Humanitarian and Development work of the Society with the Local authorities, stake holders and the Beneficiaries.

### Main duties and responsibilities

#### Budget management

- Responsible for the overall management of the South Sudan Red Cross state Branch Office
- Manage budgets and ensure that good financial systems and procedures and practices are carefully followed.
- Implement effective financial analysis and control of SSRCS funds to ensure that they are disbursed in accordance with the regulations and to the maximum benefit of the SSRCS and partner operations and programmes in favour of the beneficiaries.



- Act in an honest, transparent and accountable manner for colleagues, partners, beneficiaries and the society.
- Utilize SSRCS materials and property (vehicles, fuel, and equipment) in the most resourceful way.

#### **Coordination within SSRC**

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

#### **Coordination with stakeholders**

- Represent the SSRC in the forum at state level or any other relevant forum
- He/she keeps constant contact and dialogue with the population self-responsible stays up to date with humanitarian needs in the sector, follows up interventions, link communities with the local Red Cross volunteers
- Coordinate with other agencies, whether governmental, intergovernmental or non-governmental organizations involved in programmes or projects similar to those of SSRCS to avoid unnecessary duplication.
- Promote the growth of the Society in the Region of operation establishing local branches/units where necessary.
- Support membership and volunteer recruitment and management.

#### **Reporting**

- He/she reports regularly to the management.
- He/she reports regularly to line manager in Juba
- He/she self-responsible reports all information or events that do not fall under the regular reporting to the branch management
- He/she 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)
- Compile monthly (including the project reports) / situational reports
- Prepare annual and monthly programs plans in collaboration with the partners National Society.
- He/she reports all relevant information regarding the branch activities to the public authorities
- He/she reports to the local coordination bodies at the county and state level

#### **He/ She Security Focal Person:**

- Report all security incidents directly to Field Coordinator for further analysis and advise
- Develop context security base rules and regulations for briefing staffs that are coming from HQ or from other branches and units.
- Ensure that local security guards were following SSRC Safety and Security protocols
- Ensure that all staffs and volunteers were briefed prior any field trip and afterwards mission.
- Be abreast with Security situation of areas under his/her leadership;





- Collect security related information to guide the branch operations and as well update the office of the Field Coordinator of the evolving situations.
- Ensure the Safer Access Framework continuously implemented in all program/projects activities.
- Build relations and networks with Authorities as key interlocutors of information source.
- Attend any humanitarian inter-Agency For a to access safety and security related information/data.

#### **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.
- Ensure that communities are engaged throughout the project lifecycle right from the initial of the project by providing them with opportunities to participate, receive complaints and feedback and provide response.
- Ensure communities receive timely, accurate and relevant information about disaster preparedness and emergencies
- Identify and use the best communication channels to provide communities with relevant and actionable life-saving information
- Adapt innovative approaches to better understand and engage with communities on key health and behaviour change issues
- Strengthen communities capacity to be able to voice issues affecting them and the needs in meetings, workshops with decision and policy-makers

#### **Customer Interaction and Problem Solving**

- Must maintain high ethical standards and ensure conscientious, courteous, and enthusiastic attitudes towards internal and external clients, and the public in general.
- Must make customer's needs a high priority in face-to-face or telephone contact.
- Must consistently deliver service in a timely, accurate, professional and friendly manner.
- Must demonstrate a high level of problem-solving skills and abilities.



## Qualifications and Requirements

- University Degree or master's in public health, Health service management, Environmental Health, Water Engineering, Civil Engineering, Epidemiology, Public administration with previous health background will add advantage.
- Minimum 3 years of experience working in a role with community involvement or community health projects including staff management experience.
- Demonstrated experience in dealing with the public in a problem solving capacity.
- Previous experience with the Red Cross / Red Crescent movement
- Previous work experience with an I'NGO or in the humanitarian sector.
- Ability to work independently and as part of the team while adapting to fluctuating workloads.
- Previous experience in operational oversight, with planning, reporting, and resource management
- Previous experience in programming or project management Must represent the SSRC in a professional manner at all times.
- Demonstrated experience in managing and supporting staff and volunteers
- Demonstrated ability to meet and exceed established goals.
- Excellent written and verbal communication skills.
- Familiar with the staff and project managements sector in Rumbek and South Sudan in general
- Familiar with preparedness and respond to health in emergency
- Familiar with health projects management and administration in general
- Familiar with the locally used water sources and infrastructure (water yards, hand pumps, protected wells,)
- Familiar with hygiene promotion and sanitation approaches (CLTS, PHAST,PHASTER and CHAST) 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
- Familiar with household water treatment techniques and water quality testing
- Extensive skills and demonstrated abilities in building strong relationships with community leaders and other key stakeholders.
- Must be computer literate—proficient in Microsoft Word, PowerPoint and Excel database software.



## How to apply:

Interested applicants should submit cover letters along with CVs, 3 professional referees and Copy of National ID and Certificates including day time telephone contact to the email below: [vacancy@ssdredcross.org](mailto: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 the South Sudan Red Cross Society Head Quarters Office at plot #4, Block Ministries, Munuki Area or SSRC Bor Branch Office. And please clearly indicate the position you are applying for on the back of envelope. Please arrange your documents in the following sequence as shown below.

Failure to follow this order may result in your application being disqualified.

1. **Cover Letter**
2. **Curriculum Vitae (CV) or resume**
3. **Copies of Certificates and National ID**

**Deadline for submission of applications is 26 April 2021.**

**Please 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 strongly encouraged to apply.**







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JOB ADVERTISEMENT	
Job title:	Communication and Volunteer Management Officer
Duty Station:	Upper Nile State, Malakal Branch.
Reports to:	Head of Branch
Open date:	April 7, 2021
Close Date:	April 26, 2021

### Organizational Background:

The South Sudan Red Cross (SSRC) is one of the 193 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 9<sup>th</sup> March 2012.

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The society's work is guided by seven fundamental principles (Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality) and by Strategy 2030 of the IFRC, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles

### SUMMARY JOB PURPOSE

The Communication and Volunteer Management Officer is responsible for the implementation of the SSRC's Public Communications and dissemination activities at the branch with technical support from the SSRC's Communication Department at the Headquarters.

### JOB DUTIES AND RESPONSIBILITIES

#### 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.



**Dissemination activities:**

- Manage dissemination (information sessions) for external audiences at the branch.
- Conduct dissemination trainings with HQs support to the volunteers as disseminators at the branch
- Ensure that the principles and ideas of the Red Cross Red Crescent Movement are disseminated as widely as possible within the population, volunteers and SSRC staff at the branch
- Include safer access in all SSRC dissemination sessions and trainings
- Ensure that volunteer disseminators at the branch and units are equipped with the necessary tools to perform their duties effectively.
- Promote positive collaboration with all the Movement partners particularly with the ICRC in the area of dissemination of principles and the International Humanitarian Law
- Prepare and Organise World Red Cross Day and International Volunteers Day at the Branch
- Responsible for record keeping of all dissemination, publicity materials and communication equipment of the Branch
- Ensure integration of communication activities in all branch programming

**Volunteers Management**

- Recruit, coach, train and manage volunteers at the branch level and coordinate with branch sub offices on volunteers management issues.
- Manage and update volunteers database at the branch level
- Keeping record of volunteer training database
- Responsible for selection and deployment of volunteers based on their capacities and field of specializations.
- Responsible for the dissemination of the Communications Policy, Social Media Guidelines, Volunteer policy, Code of Conducts and other SSRC's related documents.
- Helping volunteers to set up structures at the branches

**Public Communication**

- Improve relationship with local media outlets (Radio, TV and Newspapers) and seek ways to disseminate the SSRC's activities through local media.
- In coordination with HQs Media Coordinator, generate story content for SSRC newsletter, Website and social media.
- Take photos of all branch activities and sending them to Media Coordinator for use in SSRC's publications and calendar.
- Facilitate coverage of branch activities by local media.
- Implement additional task as assign by Head of Branch and Communications Department at the HQs.



**Branding and the use of the SSRC's logo/Emblem:**

- Monitor use of Red Cross Brand at the branch level.
- With the Support from the HQs, the Communication Officer approves purchase request order (PROs) for branded material produce by branch or by the movement partners and other potential partners

**Budget, Monitoring and Evaluation:**

- Monitor and evaluate the work of the Dissemination Volunteers at branch and identify necessary support particularly in capacity building.
- Prepare Monthly, quarterly consolidated communication report
- Working closely with the Communication Coordinator and ensure that the accountability is done on timely manner as required
- Prepare annual, quarterly and monthly dissemination plans and budget in collaboration with the Head of Branch and the Communication Coordinator.

**POSITION REQUIREMENTS**

- University degree or diploma preferably in communications, journalism or public relations.
- Previous experience working for a humanitarian aid organizations
- Minimum 2 years' experience working in communication and journalism.
- Excellent communication skills in public speaking
- Excellent written and verbal communication skills
- Flexible and adaptable to changing working conditions
- Self-supporting in computers (Windows, spreadsheets, word processing, Power Point)
- Strong oral and written communication & presentation skills
- Fluency in English spoken and written
- Fluency in Arabic (Spoken)





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