

Job Description

Catholic Relief Services (CRS) / Southern Sudan has developed this Job Description for the following position:

POSITION TITLE:	Caritas Early Warning Communication and Reporting Officer
LOCATION:	Southern Sudan
GRADE:	PM-I
DEPARTMENT:	Program Quality – Field Operations
SUPERVISORY RESPONSIBILITIES:	None
REPORTS TO:	Caritas Emergency Response Coordinator
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Program Summary:

A twelve-month proposal, "Sudan Emergency Appeal" was submitted by the Sudan Catholic Bishop Conference to Caritas Internationalis on behalf of Caritas agencies working in Sudan and Sudanaid. Caritas agencies have a long and respected history of supporting humanitarian and development projects in Sudan. The Church in Sudan has been a key actor in the humanitarian sector throughout the years of conflict, yet currently it faces considerable difficulties in regards to its capacity to respond. The aim of this project is to strengthen the capacity of the Caritas family (diocese, national, and member organizations) in Sudan to respond to anticipated emergency situations in the country, including any scenarios that develop during the build up and aftermath of the Referendum that is scheduled to take place on the 9th of January, 2011 as well as other man made or natural disasters. The overall goal is: *to strengthen Church and community structures to mitigate the impact of man-made and natural disasters in Sudan.* This intervention will focus on the 9 dioceses and one pastoral region in Sudan with the following specific objective; *All Dioceses in Sudan will develop effective emergency preparedness plans and have the capacity to deliver the responses in their target communities.*

The direct beneficiaries of the project will be those staff trained from the 9 Dioceses and 1 pastoral region, Sudanaid and other CI member agencies with operations in Sudan. Communities in all dioceses will also benefit through participation in emergency preparedness and early response activities. These beneficiaries will be reached through activities such as community managed disaster preparedness, establishing minimum capacity within all dioceses and focusing on likely hotspots, to enable them to respond effectively to any emergencies that may arise. Potentially up to 100,000 conflict or disaster affected people will be reached through early response activities such as distribution of NFIs.

The project will be managed by a Caritas Coordination Unit, and will involve staff from Sudanaid, the Dioceses, and participating CI agencies. CRS has been requested by Sudanaid to act as Facilitating Partner to support effective financial management and procurement for the program.

PRIMARY RESPONSIBILITY OF THE POSITION

The Caritas Early Warning Communications and Reporting Officer is to facilitate technical quality coordination and management toward (1) developing approaches that incorporate the best of Caritas consortium technical approaches early warning and response, (2) coordinating training and capacity building around these approaches, (3) monitoring progress toward the objectives, coordinating reporting for the project objectives and initiating adjustments to meet targets and (4) documenting and disseminating lessons learned. This post will be shadowed by Sudanaid staff to enable long-term skills transfer.

Program Implementation and Oversight Responsibilities:

1. Provide effective communication management system & procedures for the program
2. Put in place the basic communication infrastructure to ensure effective information flow between and among Caritas agencies working in the EA
3. Ensure that the program media and communications requirements are met for all partners
4. Facilitate the establishment of 2 Geographical Positioning Systems (GPSs) per diocese and GIS software for spatial data visualization and analysis.
5. Facilitate the development of a GIS system that will present information on positions of the Parish office, Clinics, schools, distribution centers and other geographical information.

6. Collect and share information related to emerging humanitarian situation such as displacements, needs and gaps.
7. Establish, in collaboration with Logistics & Security Officer, security early warning indicators such as flashpoints of conflict, political information, Spontaneous displacements and threats, etc at the parish level.
8. Collect information on early warning pertaining to the relevant information cluster.
9. Facilitate and coordinate the travel of the photo-journalist who will visit the program

Program Reporting and Documentation:

1. Coordinate documentation and prepare reports on the project progress, and initiate dissemination of lessons learned to all stakeholders.
2. Prepare program participants' training reports for submission to the SWGSC
3. Establish and maintain filing system on program documents including progress and training reports
4. Create ad-hoc early warning and response reports as may be needed.

Compliance:

1. Ensure that existing communication policies and guidelines fully respected and followed.
2. Review and upgrade communication policies, procedures and systems to ensure that they meet Program requirements in coordination with Emergency Response Coordinator.
3. Respond and act on audit findings as they relate to communication management in coordination with the Emergency Response Coordinator.

Training/Capacity Building:

1. Organize training activities to build the capacities of Sudanaid, diocesan and Caritas staff on the process of collection and dissemination of information.
2. Train staff on the geographically referenced data collection including attribute data
3. Train program staff in program documentation and reporting.

Financial:

1. Review all requests for payment of vouchers for communication equipment and installation from

Supervisory Responsibility:

1. None

Qualifications:

1. Experience in managing program resources in extreme emergencies
2. Experience working with the Catholic Church and Church partners
3. Proven expertise in technical skill training to support the development of local capacities in communities affected by conflict or natural disasters.
4. Possess a graduate degree in a development related field, or its equivalent.
5. Sound management skills including a minimum of at least 5 years managing logistics and security in a development agency.
6. Understanding of program cycles and project management and good analytical & conceptual skills
7. Excellent interpersonal and negotiation skills
8. Excellent communications skills, both oral and written,
9. Excellent self-motivation skills,
10. Ability to exercise sound judgment and make decisions independently,
11. Extremely flexible, and have the ability to cope with stressful situations,
12. Ability to relate to and motivate local staff effectively,
13. Ability to work as a team player in a challenging environment,
14. Ability to represent the Agency in high level meetings with donors, local Church, and local government,
15. Ability to work both as a motivating member and a leader of a diverse team,
16. Professional proficiency in English
17. Good computer skills
18. Capacity to understand, coordinate and promote good security protocol

