

Field Camp Admin Officer for DCA, South Sudan Field Office

DanChurchAid (DCA) is an International Non-Governmental Organisation with headquarters in Copenhagen, Denmark. The organisation was founded in 1922, and have country offices in 19 countries across Africa, the Middle East, Ukraine, and Asia.

DCA has been operating in South Sudan since 2007, focusing on three Global Goals: Save Lives, Build Resilient Communities, and Fight Extreme Inequalities. Our efforts span Upper Nile, Jonglei, GPAA, Central Equatoria, and Eastern Equatoria States, primarily in collaboration with national partners.

We are looking for an experienced Field Camp Admin Officer to be part of the operations of the Humanitarian Response and Mine Action (HRMA) Programme in South Sudan.

DCA South Sudan seeks to support community based and integrated deliverables through HMA activities such as EOD and ICCI, Survey and Clearance, risk education, livelihood, and conflict prevention and peacebuilding activities.

A Field Camp Admin Officer typically works for a company that operates in a field such as development, humanitarian or agricultural. The primary responsibility of a Field Camp Admin Officer will be to facilitate, keeping store under control, leasing with procurement office in Juba to transport equipment, materials, and personnel to and from job sites.

The field CAO must have a field experience and a clean driving record and some certifications may be required or specialized training in operating certain types of equipment. Strong communication skills and the ability to work well in a team.

Regardless of the content of this job description the employee is expected to participate in any task necessary for the organization delegated by the manager at all times. Field Camp Admin Officer is required to collaborate with relevant staff on ensuring that DCA's MA programme is integrated into a larger humanitarian response. The Field Camp Admin Officer refers daily to the DCA South Sudan National Technical Advisor or Operation Manager, who has overall oversight of the Humanitarian Mine Action programme in South Sudan.

Key responsibilities:

- Operating and maintaining compound for all demining equipment and any others belonging of DCA, such as trucks, trailers, vehicles and maintaining camp hygiene and observing local casual labours workers.
- Follow safety protocols and regulations while on duties and operating equipment.
- Transporting materials, tools, and equipment to and from job sites.
- Loading and unloading materials and equipment from vehicles.
- Completing pre-trip and post-trip vehicle inspections to ensure safety and compliance.
- Checking and maintaining accurate logs of driving time, mileage, and other necessary documentation on all vehicles, keeping record for the next service
- Communicating effectively with supervisors, colleagues, and clients to ensure smooth transportation operations and represent company as the best he can
- Assisting with other tasks as needed, such as inventory management or equipment maintenance.
- Keeping record of all equipment and when is needs submit PRF's to NTA or TL for further action

Your profile

- **Extensive Experience:** At least 5 years in the humanitarian and/or development sector, including a minimum of 3 years focused Administration with inventory management experience.
- Understanding of the humanitarian principles linked to NGO field and operations contexts.
- **PSEA and Accountability Expertise:** Deep understanding of Protection from Sexual Exploitation and Abuse (PSEA), accountability, and complaints mechanisms, with the ability to train others and develop relevant tools and processes.
- **Relevant Education:** A bachelor's degree in a related field.
- **Language Proficiency:** Excellent written and spoken English skills.
- **Teamwork and Communication:** Strong team player with exceptional communication skills.

- **Travel Readiness:** Willingness to travel to remote areas in South Sudan and internationally as required.
- **Computer application:** Computer literacy essential including proficiency in Word, Power Point and Excel.

What we can offer you:

The successful applicant will be offered a one-year contract with the possibility of extension depending on both funding and performance.

The position is for South Sudanese nationals. Women and minorities are strongly encouraged to apply.

Expected starting date: 18.08.2025 or at earliest possible date after this.

Working hours: 40 hours per week.

DCA is an equal employer, so, we encourage women to apply and only a South Sudanese will be preferred for the position.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.