



JOB TITLE: Security Assistant & Radio Operator

Department: Logistics

Location: Gendrassa (Maban County)

Date of Advert: 16/01/2017

Date of Closure: 02/02/2017

Reporting to: Security Officer



CHAIN OF COMMAND

Hierarchical: **Security Officer**

WORKING RELATIONS

Internal: All departments, drivers, radio operators

External: Partner Agencies radio rooms

GENERAL DESCRIPTION

The Security Assistant & Radio Operator is in charge of assisting the Security Officer by compiling security relevant information from the teams on the ground and the radio operators of the main operational bases. He will assist the Security Officer in reporting security incidents.

His/her main objective is to ensure that information from bases is available to the Security and Coordination team at all time from the main field office. The Security Assistant & Radio Operator is in charge of tracking the movements of all vehicle and personnel. Her/his main communication tool is the Radio but is not limited to it and Internet means of communication will assist her/him in sharing the information.

The Radio Operator is responsible for the good use of his/her communication equipment and on guiding the teams in their utilization.

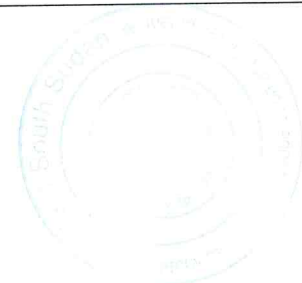
RESPONSIBILITIES

Operates the Radio Room

- Uses the VHF and HF radios to communicate with the team in the field
- Uses the VHF and HF radios to communicate with other bases
- Ensures that the Radio is monitored at all time
- Conducts regular radio checks
- Ensure that all vehicles report on departure and arrival

Facilitate the communication of security related information

- Keeps track of vehicles movements
- Keeps track of important security information
- Uses appropriate channels to communicate important information to the Security and Coordination team





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- Ensures that the position of all vehicle is available at all times in all 3 ACTED bases

Assist the Security Officer

- Assist in the redaction of Security Incident Reports
- Assist in the filling and organization of Security related documents
- Maintain a master list of the location of all vehicle

For operation purpose the Security Assistant & Radio Operator can be requested occasionally to fulfil other task or responsibility

REQUIREMENTS

Degree:

- Secondary Education Certificate
- At least 2 years working experience in a Security related position
- Experience in insecure environment a plus

Skills:

- Perfect writing and speaking of English
- Ability to communicate in Arabic
- Understanding of Mabanese is a plus
- Radio communication experience would be a plus

Quality:

- Rigorous and organised
- Team player

Applications

- Applications should be submitted in English, and should include:
 - detailed CV
 - cover letter
 - photocopy of all university degrees
 - photocopy of national ID card,
 - photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by February 02, 2017. Or by mail to juba.hrofficer@acted.org; gendrassa.administration@acted.org;
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to



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submit original documents.

- Note: This position is open to South Sudan Nationals & Women are encouraged to apply