



JOB OPPORTUNITY –**SECURITY LIAISON MANAGER**

Catholic Relief Services (CRS) is the overseas relief and development agency arm of the United States Conference of Catholic Bishops. It was founded 1943 and works in over 100 countries globally. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace-building, Agriculture, Health, Education, and Income Generation. CRS' work reflects and expresses the principles of Catholic Social Teaching however CRS assists persons on the basis of need, not race, creed, or nationality. Catholic Relief Services South Sudan Program wishes to recruit highly competent, proactive and self-driven person (**South Sudanese National only**) to fill the position of **Security Liaison Manager** to be based in **Juba**.

JOB SUMMARY/BACKGROUND

Security Liaison Manager Job purpose is to assist in maintaining safe and secure environment for CRS employees, premises, and assets and as well maintain solid and regular communication with local authorities and Security officials of other organizations. The Security Liaison Manager is responsible for ensuring that appropriate systems and procedures are in place to maximize the safety and security of all CRS staff and that they are adhered to at all times. The Security Liaison Manager is responsible for supporting Country Security Advisor to ensure that safety and security is mainstreamed into all areas of operations. The Security Liaison Manager will assist in keeping Security Advisor and the Country Representative updated on safety and security related issues, trends and developments.

Responsibilities:

- Liaise with local authorities and facilitate continuity of CRS Programs
- Linking & networking with South Sudanese individuals, networks, organizations and communities to help ensure that the CP has a very well informed knowledge of the whole context
- Assist Security Advisor in staff safety and security matters and act as a backup security focal point

Specific Tasks:

Security/safety duties:

- Be familiar with CRS' Safety and Security procedures and policies and support the Country Security Advisor and CR in ensuring that these are adhered to at all times.
- Takes appropriate measure to secure CRS premises, personnel, assets and properties by regular monitoring and control of CRS existing security set up
- To keep continually under review all safety and security procedures and policies, ensuring that they are kept relevant to the evolving safety and security context of each location.
- Conduct regular security assessment and monitoring surveillance equipment; inspecting buildings, equipment, and access and entry points;
- Regularly conduct field visits to assess the field sites compliance with safety and security procedure.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
- Observe staff movement, communicate with transport department and provide security guidance to international staff as well as national staff on security situation in operational areas.
- Maintain strong communication to report and record observations, information, and occurrences.
- Maintain strong security/safety steps by monitoring and setting building and equipment controls.
- Update and brief staff on security situation in CRS program sites.
- Initiate, review and collate security incident reports for each field site.
- Manage contract with private security company and assist Security Advisor in managing guards at CRS office, warehouses and guesthouses.
- Any other tasks/duties instructed by supervisor

Liaison duties:

- Liaise with local authorities to introduce and maintain CRS reputation by complying with legal requirements.
- Liaise with the UN and the NGO community and any other parties with respect to security issues.
- Conduct and attend meetings with Security officials of other organizations to promote information sharing mechanism.
- Maintains solid coordination with local authorities to facilitate CRS programs implementation in field sites.
- Continually review all safety and security procedures (Field Security Plan, constant companion and visitor's guide), assist Security Advisor in ensuring that they are kept relevant to the evolving safety and security context of each location
- Closely work with Security Advisor and provide local context to develop contingency plans, as required.
- Ensure vehicle and personnel tracking systems are appropriate, fully resourced and operational.
- Provide security briefings as part of the induction for national staff

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENT

- Bachelor's degree in related field
 - Excellent communication skills- both oral and written,
 - Minimum 5 years' experience working in security-sensitive environments
 - Undergone formal training in security
 - Demonstrated ability to transfer knowledge through formal and informal training
 - Local South Sudanese languages
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- **Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.
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 - Interested applicants should send **non-refundable** application letters and CVs together with the names of three professional referees, should reach the undersigned not later than **06th May, 2016**. Only short-listed candidates will be contacted.
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 - Address your Application letter and CV to:
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 - **Senior Human Resources Officer**
 - Catholic Relief Services –South Sudan program, Juba Office
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 - OR by E-mail to: jobapps@crssudan.org
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 - **CRS South Sudan Program is an equal-opportunity employer. In making employment decisions it does not discriminate on the basis of gender, ethnicity, religion or political affiliation**