South Sudan Red Cross

JOB ADVERTISEMENT

Job title:	**Security Coordinator**
Duty Station:	**National Headquarters-Juba**
Reports to:	**Secretary General**

ORGANIZATIONAL CONTEXT

The SSRC was established by law on 9 March 2012 with the SSRC Society Act, 2012. SSRC was formally recognised by the International Committee of the Red Cross (ICRC) on 18 June 2013, making it the 189th National Red Cross Society in the world. In November 2013 the SSRC was admitted into the International Federation of Red Cross Societies. SSRC's headquarters is based in Juba with a total of ten (10) branches – and a growing network of sub branches. There are currently over 200 SSRC staff members at the Headquarters and branches and approximately 6000 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 2020, 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 Security Coordinat or will work to strengthen South Sudan Red Cross Safety and Security of SSRC facilities, assets and human resources at normal and Operations times. The role will support the Secretary General in managing all aspects of Safety and Security at HQ and Branch level.

The Security Coordinator will directly report to the Secretary General or a delegated staff in his absence. The position will closely work with, Operations to ensure compliance to SSRC Safety and Security Policy/guidelines and make recommandations and manage the integration of safety and security in programme implementation. The Security Coordinator will facilitate the implementation of Safer Access Framework(SAF) at all levels of SSRC and closely coordinate safety and security issues with Movement Partners.

JOB DUTIES AND RESPONSIBILITIES:

Key Responsibilities:

- Monitoring Security context in South Sudan.
- Participate in institutional contingency planning, proposing scenarios and detailed analyses.
- Updating and revising Security protocols as needed
- Training and providing security briefings to SSRC staff and volunteers.
- Reviewing travel plans of all SSRC Staff/Volunteers going to high-risk areas, and tracking staff movement
- Networking and staying in contact with key Security actors in areas of implementation
- Supporting the RC/RC Movement in conducting security assessments for new programme areas.
- Propose scenarios and analyses.
- Define and implement identified mitigation measures

- Prepare all types of Security reports (situational, weekly, monthly and quarterly)
- Use the existing Security network, develop it and propose an efficient alert system.

Strategic development:
- Assessing the current and evolving context in the country.
- Ensure SSRC is up to date on relevant security updates and advisories at the local and national level.
- Conduct Security assessments for new areas of engagement.
- Provide input into annual plans and programme development regarding Security assessments/context.
- Lead an ongoing process of design, establishment, review and revision of security policies and procedures to ensure understanding, buy-in and compliance by staff and Volunteers.
- Routinely revise safety and security plans at national and branch level to adapt to evolving security situation and update the Secretary-General, and Operation teams.
- Attend relevant Security briefings and meetings at national level and share any relevant updates with SMT as well as team members.
- Develop, review and update Security SOPs for SSRC.
- Provide assessments of all current, new or proposed field office sites in South Sudan to ensure minimum security standards are established and maintained.
- Review all proposed hotels/guesthouses to be used by SSRC and visitors for Security protocols and make recommandations to management regarding approved accommodation lists.
- Provide security briefings to newly recruited staff/Volunteers and visitors to SSRC.
- Monitor Safer Access implementation at Branch level by taking regular field trips.
- Liaise with security service providers in respective office premises and staff security related issues that need attention.
- Review all travel requests to field trips and provide security advice/briefing before Field trips and track staff/Volunteers Movement.
- Provide Security review and clearance by first line approving Field trips before final Secretary General Approval.
- Monitor all staff/Volunteers mouvements during Operations and provide reports to management.
- During operations in high-risk areas, provide continual support and check in with staff/Volunteers to ensure safety.
- In close coordination with the Secretary General/Branch Directors, develops and maintains contacts with national law enforcement agencies and is fully updated at all times on political issues and local policies that impact SRRC Operations and safety.
- Conduct regular program site visits to assess security risks, review existing security and safety plans and procedures and their application and practice by all staff in the branch, offices, residencies/guest houses, and in consultation with Secretary General/Branch Directors update security plans, educate teams on security plans and ensure compliance.
- Maps and reports Security incidents, ensures by weekly security reports in all branches and understands trends and threats; facilitate the development of situation specific, coordinated evacuation plans; writes well –researched Security incident reports for review by SMT, including trend analyses.
- Ensure all staff are briefed on all safety and Security considerations before Field trips or Operations.
- To provide weekly or daily if appropriate, Security briefings and updates for SSRC Staff Volunteers and visitors.
- To compile and disperse timely and accurate security updates and other relevant information to senior management team and staff
- Assess and recommend the security conditions of the routes to be used by operations teams.

Crisis management

- Be on call for any emergencies occurring.
- In consultation with the Secretary General implement response to any incidents and emergencies, and provide timely reports of evolving situation and effectiveness of response.
- Prepare incident reports and follow up actions or follow with Branches incidences reports and follow up actions/responses.
- Based on incidents and changes to national context, identify needs for modifying contingency plans and/or procedures.
- To lead crisis incident management preparations and response in coordination with Operations Coordinator and SMT.

Training

- To train, technically supervise and mentor safety/security focal points. Recommends and/or provides staff training on safety and security in a proactive and positive manner that promotes inclusion, participation, and leadership among the entire SSRC Staff and volunteers.

Coordination:

- Coordinate the design, establishment and maintenance of Security support systems and ensure that SSRC is linked via all Inter-agencies and Security Coordination lists fora.
- Coordinate with other movement Security Focal persons on security and context related matters.

Position Requirement

- University Degree in any Social Sciences related disciplines (Public Administration, Law, Political Science) with additional Security related studies and trainings.
- Background in Safety and Security in humanitarian perspective for the last three years in South Sudan.
- Experience of working and managing Safety & Security in sensitive environment
- Ability to gather, analyse Safety and Security related data.
- A good trainer/Facilitator in Safety and Security.
- Ability to prioritise, implements, and meet targets in a pressurised environment whilst producing efficient work with minimum support
- IT capacity related to Safety and Security will be added advantage.
- Extremely high standard of communication and interpersonnel skills.
- Proven ability to work independently and manage situation in stressful environment
- Commitment to the International Red Cross & Red Crescent Movement; integrity & personal conduct; sensitivity to diversity; flexibility& adaptability; pro-activity; result-oriented; decisiveness; accountability; teamwork; interpersonal skills; resilience

How to apply:

Interested applicants should submit their **CV with 3 references**, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of the email.

Alternatively, applications can be hand-delivered to South Sudan Red Cross headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 22nd March 2017.

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 encouraged to apply