

## JOB DESCRIPTION



**Position:** Deputy Safety Advisor  
**Line Manager:** Safety Advisor/Deputy Director  
**Work Location:** Juba with travel  
**Country Office:** South Sudan  
**Closing Date:** 12 July 2019

**NOTE:** INSO does not charge any fees or ask for payments during the recruitment process, (i.e. application, interviews or training) and INSO is not concerned about applicants' bank accounts whatsoever.

### Organisation Background:

Founded in 2011, the International NGO Safety Organisation (INSO) is a Dutch foundation that supports the operations of other NGOs through coordination platforms that improve the safety of aid workers and access to difficult to reach areas. INSO provides registered NGOs with a range of free services including training on first aid, personal safety and critical incident management; information on the local context and advice on humanitarian access; and support to the management of critical incidents affecting aid workers.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions. The organisation has grown from innovative start-up to become a globally recognized charity and a valuable component of the humanitarian safety coordination system. Today, INSO provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for performance, principles, and professionalism.

### INSO South Sudan Country Office

INSO South Sudan started operations in early 2018. It has grown rapidly, registering over 200 local and international NGOs and rolling out a wide range of services, including real time incident tracking, analytical reporting, area and risk assessments, and tailored advice and support. INSO South Sudan has also established itself as a leading training platform for NGOs in South Sudan, delivering over 30 training courses on first aid, risk management, and fire safety to more than 500 NGO staff members.

## Job summary:

The Deputy Safety Advisor will work with the Safety Advisor to fulfill INSO's core mission of helping NGOs understand the context in South Sudan and to mitigate risks. The Deputy Safety Advisor will be involved in information collection and data input, analysis and reporting, networking with various stakeholders, among other areas. They will also support the Safety Advisor in the management of a local information network.

The Deputy Safety Advisor will be outgoing and resilient, with the ability to analyze complex security issues and contexts, give sound practical safety and security advice, communicate with an excellent standard of English both verbally and in writing, and above all else share INSO's commitment to humanitarian principles.

## Main Responsibilities

- Collect and verify incidents and events in the region that relate to the safety of NGO workers operating in the area.
- Manage and update incident databases to ensure the organization's records are accurate and complete.
- Assist the Safety Advisor to prepare and issue regular reports, area assessments, and other INSO products requested by the aid community.
- Work with the Safety Advisor to analyze the operating environment and identify trends.
- Attend regular humanitarian coordination meetings to build relations with partners and remain up to date on humanitarian activities in the area.
- Use data and databases to create charts, data visualizations, and maps.
- Work with the Safety Advisor to identify, hire and train field monitors for the purposes of ensuring robust and even information collection.
- Translate relevant communications from local language(s) into English and vice-versa.
- Support the Safety Advisor to plan trips to meet with stakeholders.
- Support the Safety Advisor to assess regional risks.
- Build relations and engage with UN actors, NGO partners, local authorities and local communities to understand community perceptions.
- Cover the Safety Advisor and Assistant Safety Advisor roles in their absence.

## Mandatory requirements

- Bachelor's degree or equivalent certification in one of the following: Journalism, Communications, Conflict Studies, Political Sciences, History, International Affairs, Security Studies, Criminology or any other relevant fields
- Professional working proficiency in English and one or more local languages with excellent writing skills in both
- Willingness to frequently travel from Juba to other areas of the region
- A good understanding of NGO safety best practices and a willingness to learn
- A proven ability to develop and maintain working relationships with partners
- Excellent computer skills and knowledge of Windows and Microsoft Office programs
- Previous experience with or demonstrated capacity to learn how to work with data analytics tools

International NGO Safety Organization



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**Desired characteristics (applicant should have one or more of these)**

- Two or more years of work experience with NGOs
- Demonstrated understanding of humanitarian principles and practices
- Deep understanding of the South Sudanese operating environment and its historical context as well as knowledge of Juba and surrounding areas
- Demonstrated capacity to work with minimal supervision and maintain a high level of engagement with a diverse range of stakeholders
- Multi-lingual and/or cross-cultural or international experience
- Experience managing staff and field teams
- Experience providing training or capacity building

**Key Personal Competencies:**

- Well organised and capable to deliver work in tight deadlines
- Eager to learn
- Excellent interpersonal skills
- A good listener
- An effective communicator
- Able to work in a multicultural environment
- Team player
- Quiet demeanour in stressful or crisis situations

**Terms & Conditions:**

*Annual contract (renewable, based on performance) with expected start date as soon as possible, salary according to qualifications, relevant experience and INSO salary grid, 21 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.*

**HOW TO APPLY:**

Interested applicants are requested to send their applications to: [jobs@ssd.ngosafety.org](mailto:jobs@ssd.ngosafety.org) by **12 July 2019 24hours** local time, and reference "**INSO Deputy Safety Advisor, Juba**" in the subject line of the email.

- Cover letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO (**1 page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as copies of certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to Thonying Area, off Airport Road, near Kilimanjaro Apartments, Plot Number 479 Block 3k-South, clearly indicating "**INSO Deputy Safety Advisor, Juba**" on the envelope.

**Only candidates that strictly stick to the instructions above will be considered.** Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective of gender. INSO is an Equal Opportunity Employer.

