

Position: Deputy Safety Advisor - Juba

Reporting: Reports to the Safety Advisor - Juba

Duty Station: Juba (with occasional travel to other areas in South Sudan)

Closing Date: 03 March 2018

Terms and Conditions: *Renewable Annual Contract (probation period during the first three months), salary according to qualifications, relevant experience and INSO salary grid, 24 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.*

Organisation Background

Founded in 2011, the International NGO Safety Organisation (INSO) is a British charity 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 will start operations in South Sudan in early 2018. INSO South Sudan aims to provide free services to more than 100 local and international NGOs in the country, enhance the delivery of aid and preserve the safety of their staff. Specifically, the programme shall provide the NGO community with tailored safety support through 3 main services: Capacity Building (provision of training to aid workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support to crisis and critical incident management). INSO services are envisioned to cover the whole country, with 4 field offices expected to be open in 2018.

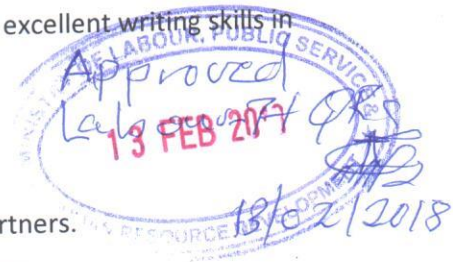
Main Responsibilities of the Position

The Deputy Safety Advisor shall support the Advisor by:

- Assisting the Safety Advisor in collection and verification of incidents and events in the region that are relevant for the safety of NGO workers operating in the area.
- Assisting the Safety Advisor in the preparation and issuance of relevant reports, area assessments, and other INSO products to the aid community.
- Assisting the Safety Advisor in analyzing the current operating environment.
- Assisting the Safety Advisor in visualizing data by using charts and mapping tools.
- Helping to enhance information collection capacity in the region.
- Direct management of field monitors.
- Translation of relevant communications from local language(s) into English and vice-versa.

Mandatory Requirements

- Bachelor degree or equivalent certification in either Journalism, Communications, Political Sciences, History, International Affairs, Security Studies, Criminology or any other relevant fields.
- Professional working proficiency in English and one local language with excellent writing skills in both.
- Ability to frequently travel from Juba to other areas of the region.
- A good understanding of NGO approaches to safety.
- A proven ability to develop and maintain working relationships with partners.
- Excellent Computer skills and knowledge of Windows and Office programs.
- Professional working proficiency in English and one local language.
- Previous experience with or demonstrated capacity to learn how to work data analytics tools.
- Previous experience with or demonstrated capacity to learn how to work cartography or GIS software.



Key Personal Competences

- The position requires the holder to be able to undertake tasks at short notice with due regard to the developing events.
- The holder must display a high degree of ethics and with a high sense of responsibility.
- The holder must display ability in capacity building of other staff when need be.
- This position requires a degree of flexibility with respect to working hours and duties.

Approved
Labour FLPS
13 FEB 2017
13/02/2018
RESOURCE DEVELOPMENT

Desired Characteristics (Applicants SHOULD have 1 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.
- Staff management experience.

How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org before **03 March 2018** 24h00 local time, and reference "INSO Deputy Advisor, Juba" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (**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 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 at Amarat Classic Hotel, Hai Amarat, Juba, clearly indicating "INSO Deputy Safety Advisor, Juba" on the envelope.

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

Please no unsolicited emails or phones. And please avoid sending duplicate copies.