**VACANCYANNUONCMENT**

**Re-advertisement**

**Job Title:** Safety Officer

**Duty Station:** Based in Juba with extensive travel to field areas

where RI has it field offices.

**Supervisor:** Regional Safety Manager

**Job opened:** From Date of posting

**Eligibility: Only South Sudanese**

**Length of Contract**: Six Months, renewal depends up on the availability of

Funding.

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| **About RI:** | Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.  Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them. |

**General Position summary:**

Under the overall supervision of Regional Safety Manager, the Safety Officer is responsible for aspects of safety management, local guard force management, crises readiness and preparation at the duty station. The incumbent assists the Regional Safety Manager in the execution of his responsibilities and also to ensure the safety of RI staff members, assets and operations in his area of responsibility. The position is based in Juba with extensive travel (up to 70%) to field areas where RI has it field offices.

**Key** **Roles & Responsibilities:**

* Assessment of local safety situation including modalities of reporting safety information and liaison with local authorities;
* Provide input for the country/field office level SRA’s and also prepare and implement safety plan in accordance with guidelines provided by the Regional Safety Manager;
* Responsible for aspects related to communication equipment (e.g. Sat Phones, VHF, HF) and provide input to RSM for budgeting of the items in country safety budget;
* Supervision of local guard force deployed at the office as well as Hospital and also do capacity building of the local guard force on Bi-Weekly bases. Work with RSM to build local syllabi for guard force capacity building;
* Responsibilities and duties related to office safety. Shall undertake tasks aimed to maximize the safety of RI premises in his/her area of responsibility;
* To keep RSM updated about any arising situation which has bearing on staff safety, RI assets and to seek support and guidance for appropriate timely measures. In addition, during field deployment keep respective Area Field Manager updated on the overall prevailing safety situation on regular basis;
* Assists in the implementation of RIGGS measures at RI staff accommodations, offices, equipment and other areas. Assists in maintaining Warden Plan for both International and National staff;
* Assists in conducting Fire evacuation, Hibernation drills in the office. Work closely with RSM to ensure relocation and evacuation measures/system is put in place and that staff are familiar with procedures;
* Prepare staff movement list and send to RSM on weekly basis;
* Work together with respective Area Field Manager in preparing safety budget for the office and provide input to RSM in the preparation of country safety budget;
* Represent RI in safety related meetings as tasked by the RSM; also maintain contacts with safety stake holders on the ground;
* Any other duties assigned by Regional Safety Manager and or Country Director.

**Qualifications and experience:**

* Bachelor degree in relevant discipline;
* 3-4 years of experience in security management;
* Previous experience in implementing and managing safety situations for large groups of staff;
* Can work well in stressful situations;
* Conscientious and thorough when following processes;
* Good communicator with excellent written and spoken English;
* Computer literate and adept in the use of MS Office software, particularly Excel for the management of trackers and contact lists;
* Highly organized, with good attention to detail and developed ability to prioritize multiple tasks to meet tight deadlines and organize work;
* Team player, good at building cross-team relationships;
* Previous experience in a related field is desirable.

We would like to share Relief International's Values with you:

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

* Inclusiveness
* Transparency and Accountability
* Agility and Innovation
* Collaboration
* Sustainability

**HOW TO APPLY:**

Submit your applications letter include updated CV, copy of National ID Card, Academic documents and should be delivered to the Relief Intentional office in:

**Juba -** Tongping Road, Behind US Embassy residence - Juba

OR

Send your application via Email to: [recruitments@ri.org](mailto:recruitments@ri.org)

All applicants will be required to register their names and the position they applied for when submitting the applications at the different offices.

**Deadline: November 30, 2017 at 5 pm.**

Only shortlisted applicants will be contacted.