

Approved by Labour Office
Yei River State



JOB ADVERTISEMENT A20190509.

Job Title: Safety Security Focal Person - Lot Level
Reports to: Executive Director with dotted line to all project Managers and Administrators
Duration of Contract: 8Months with possibility of Extension
Number of Position: 01
Location: Lot Coordination Office, Yei
Closing Date 30th May 2019, Time 5:00 PM

South Sudan Health Association (SSUHA) is a National Non-Government Organization (NNGO) registered with the Ministry of Legal Affairs and Constitutional Development, and also registered with Relief and Rehabilitation Commission (RRC). Reg. No: **009**, Tin No: **100-280-108**. It has its main office in Yei River County, Yei River State, and sub-field offices in Lainya, Morobo, Kajo-Keji, and now a liaison office in Juba for coordination of activities with the line ministries donors and other stakeholders. Currently, SSUHA is expanding its Health programs with Funding from HPF to Yei, Morobo, Lainya and Kajo-keji, for that purpose additional technical Capacity is required, Therefore

SSUHA is seeking to recruit a qualified South Sudanese for the position of **Safety and Security Focal Person**

Job Purpose

To provide technical Security advisory role, Contingency plan, Security Updates, and ensure that all personnel's are covered by relevant security plan

Major Responsibilities

- ✓ **Security Plan:** Provides assistance to the Lot team in the implementation of HPF3 Project aspects of the Country Security Plan, Contingency Plans and the UN Security Framework.
- ✓ Ensuring that all SSUHA personnel are covered by relevant Security Plans;

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- ✓ In conjunction with the HR Department, ensure Staff Lists are maintained and regularly provided to UNDSS when necessary
- ✓ Maintain and test Communication gadgets installed in the field Sub offices;
- ✓ Maintain Entrance/Exit Check Lists;
- ✓ Facilitate security clearances for all SSUHA staff travelling in security phase areas.
- ✓ Provides advice on the selection and procurement of appropriate equipment for security (vehicles, telecommunications equipment, etc). Monitors the procurement, deployment and functionality of the same
- ✓ As requested, provides inputs to UNDSS to assist in the preparation of comprehensive Security Risk Assessments Country, Regional, Site or Individual specific).
- ✓ Under the direction of the Lot Coordinator and in close cooperation with UNDSS, conducts SSUHA security risk assessments, evaluations and surveys and advises the Lot team on security measures for SSUHA offices and projects in greater Lainya, Yei, Morobo and Kajo-keji.
- ✓ Provides timely and accurate security advice to all staff
- ✓ Establishes good relationships with other UN security staff, national law enforcement, military and civil intelligence authorities, and counterparts in diplomatic missions and municipal/traditional leaders.
- ✓ Maintains routine and confidential correspondence files/documents;

Qualifications: Education/Knowledge/Technical Skills and Experience

Academic back ground, Experience & Person Specifications;

- ✓ Minimum of a Degree in humanities, Finance/Business studies or the equivalent accrued working experience in a related position.
- ✓ At least 3 years' experience in office administration or management preferably in an NNGO or INGO
- ✓ General specifications applicable to all positions;
- ✓ Experience of working with local partners and District Local Government in Child Rights Governance, Health, Nutrition, Education, HIV/AIDS or Child Protection is an added advantage.
- ✓ Strong analytical skills and strategic planning abilities.
- ✓ Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- ✓ Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- ✓ Computer literacy and excellent documentation skills are a must.
- ✓ Availability and willingness to work extra hours during times of humanitarian responses.
- ✓ Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- ✓ Ability to intervene with crisis management or troubleshooting as necessary.
- ✓ Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- ✓ Excellent time management and planning capacity.
- ✓ Availability and willingness to work extra hours during times of humanitarian responses.

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How to Apply

Interested candidates should submit application containing; updated CV, Cover Letter, and reference contacts (3) and copy of national ID including copies of academic document related to the presented CV.

The position should be clearly indicated in your subject-line

Send your Application, CV, National ID, & copies of academic documents via email to hr@ssuha.org copy to morigumaa@gmail.com sbullen2011@yahoo.com, ayiwasam1515@gmail.com

Kindly Note

- This position is open to South Sudanese
- Female candidates are strongly encourage to apply
- ONLY shortlisted candidates will be contacted.
- SSUHA is an equal opportunity employer

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