

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No.MBN-2016/02/26/13

Who we are? The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

Country and Project Background: The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in South Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Northern Bahr el Ghazal (NBeG), Unity and Upper Nile States. Currently the South Sudan Programme works in 6 field locations and expects to be a roughly \$30m+ programme in 2016, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit:-

Position Title:	Safety Officer
Report to:	Logistics Manager
Duty Station:	Doro Main Compound, Maban County
Employment Start Date:	April 01, 2016 - December 31, 2016(Renewal Subject to good performance and availability of funding)
Closing dateline:	March 18, 2016 at 5pm

The Job Purpose:

The Safety Officer's responsibility is to monitor the overall security situation, enforce security regulations and provide sound and timely advice to DRC/DDG staff and management in order to support the safe and efficient delivery of programme activities in the designated area of operations.

Main Responsibilities and Duties:

To achieve the job objective the Safety Officer will perform the below responsibilities:

1. Information And Analysis

- Act as the local focal point for safety related issues;
- Monitor the situation in the area of DRC operations, and collect, verify, analyse and report information that affects, or may affect, DRC operations;
- Facilitate access to programme areas by providing dependable advice to staff and managers;
- Establish a network of contacts between the relevant humanitarian actors within the area of operations and represent DRC at security meetings;
- Provide operational safety briefings and orientation to all new and visiting staff;
- Track security related incidents and developments and provide trend/pattern analysis;

2. Premises

- Monitoring and supervision of security guards at all DRC sites in Maban;

- Ensure that appropriate access controls are in place for all DRC/DDG facilities;
- Supervise the implementation of physical and asset protection protocols and regulations;
- Advise and assist the procurement and issue of safety related items;
- Under guidance of Logistics Manager be responsible to ensure that safety measures identified for DRC premises in Maban are completed

3. Compliance

- Supervise and monitor the updating and implementation of MOSS;
- Assist in training on safety procedures as required for program staff;
- Conduct regular site assessments and advise on mitigation measures and changes to procedures;
- Design and implement safety procedures related to the safe implementation of programme activities;
- Ensure that all safety incidents are reported through the correct mechanism and in a timely manner;
- Assist the Logistics Manager in the management of safety incidents;
- Meet with the representatives of the different administrative services as often as necessary to obtain documents or solve problems;
- Provide input as requested for any updates of risk assessments and security plans.

Criteria for fulfilment of responsibilities

- Work tasks completed in a professional, timely and accurate manner;
- Adherence to DRC Code of Conduct and organizational values.

Personal Specifications

Essential:

- 3years related experience working with NGOs in the same or similar field;
- Experience managing a guard team;
- Proven ability to prioritize tasks and meet deadlines;
- Stable, moral and robust character and a good team-player;
- Excellent communication skills, calm;
- Fluent in English and Arabic

Preferable:

- Management and/or supervisory experience;
- Training in safety, fire and evacuation procedures;
- Basic information technology skills; and
- Experience negotiating access for humanitarian or other agencies.

How to apply:

Please send a covering letter showing your motivation and CV outlining how your skills and experience meet the Job Specifications to attention of Senior HR Officer through email: jobs.southsudan@drc-ssudan.org and copy snr.hrofficer.maban@drc-ssudan.org with subject line "Safety Officer" or submit your hard copy application and nationality ID to the DRC-DDG office in Juba, and in Maban County on the Main road behind MSF Compound.

Title of the position/vacancy number MUST be clearly marked in the application and on envelop.

DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender or age. Female Candidates are strongly encouraged to apply.

For general information about the DRG-DDG, please visit our web site at www.drc.dk. **Only short listed candidates will be contacted for interview.**

