



Approved  
*[Signature]*

VA released date: September 13, 2023

## Vacancy announcement

Malteser International, the worldwide relief agency of the Order of Malta for humanitarian aid, with over 100 projects annually in some 25 countries throughout Africa, Asia, and the Americas for people in need, regardless of their religion, origin, or political affiliation. Its mission is to provide emergency relief, implement rehabilitation measures, and facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction, and rehabilitation; Health and nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been working in South Sudan since 1996, implementing projects in WASH, Food Security and Livelihoods. Malteser International is an active recognized member of the Humanitarian community addressing the needs of the most vulnerable and affected population.

Malteser International is looking for an experienced candidate to fill the position of **Safety & Security Manager** to be based in Juba Office, under the supervision of the **Country Coordinator**.

<b>Job Title</b>	: <b>Safety &amp; Security Manager (National Position).</b>
<b>Job Location</b>	: <b>Juba – with frequent travel to field locations</b>
<b>Report to</b>	: <b>Country Coordinator</b>
<b>No. of Position</b>	: <b>One (1)</b>
<b>Starting date</b>	: <b>As soon as possible</b>
<b>Deadline</b>	: <b>28<sup>th</sup> September 2023</b>

### Overall Responsibility:

The Safety & Security Manager is responsible for developing and maintaining security management and risk mitigation tools, supporting field teams to analyze and address security risks, providing country-level security information and analysis and building the capacity of staff members regarding security and risk mitigation. Moreover, the Security Manager is responsible for ensuring safety and security of assets, and operations in South Sudan. This position interacts with all other functions, including field-based program teams and reports to the Country Coordinator. The position includes on-site security support and capacity building for staff in field office locations.

### Key Tasks:

- ✓ Support the Country Coordinator (CC), Senior Management Team (SMT), in the consistent application and audit of the security management framework to enable MI to meet its duty of care obligations in accordance with the Global Security Policy and Standard Operating Procedures.
- ✓ Security management, including developing country-specific Safety and Security Management Plans (SSMP) and protocols.
- ✓ Staff awareness and training.



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- ✓ Attend security coordination meetings and update CC on current security issues, liaise with Safety & Security Managers of other organizations and be informed through formal and informal sources on any potential threats for the organization and its staff.
- ✓ Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the originations Code of Conduct, ethics, values, and standpoint regarding internal and external actors.

#### **Essential job functions as Assistant Logistics:**

- ✓ Providing effective and professional advice and support to management and staff, ensuring they can apply, perform, and implement policies.
- ✓ Facilitating an ongoing culture within the wider team of security awareness and ownership, and commitment to the procedures and to each other.
- ✓ Raising awareness within the organization by creating both risk assessments and context analysis for the country and field offices, trips, and travelling staff, as well as briefing travelers who are coming to the country.
- ✓ Keeping all MI in South Sudan staff up to date on the organization security standard on personal security, and where necessary on security management and crisis management.
- ✓ Managing, coordinating, and assuring high quality training is available and conducted by MI's own safety & security staff or external training partners.
- ✓ Maintaining constructive relationships with management, staff (and security focal points), external parties, and partners in the interest of the implementation of (future) policies.
- ✓ In coordination with field teams, conduct physical security assessments of current and future guesthouses, office locations, and program implementation sites. Provide recommendations for physical security improvements.
- ✓ Maintain a centralized filing system of security-related documents and ensure that all staff are aware of and able to access the documents.
- ✓ Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.
- ✓ Technically supervise and manage field-level safety & security staff.

#### **Qualifications Requirements for this Positions:**

- ✚ Completion of bachelor's degree and experience as a security advisor in an international, multi layered and geographically dispersed organization for at least five years, preferably in South Sudan.
- ✚ Proactively provide advice to (senior) management on security in the field.





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- ✚ Comprehensive understanding of strategic, tactical, and operational safety and security risk management
- ✚ Have analytical, relationship building and excellent (cross cultural) communications skills.
- ✚ Are results oriented, interculturally aware, flexible and have a high level of integrity.
- ✚ Skills in researching, tracking, and analyzing security issues and trends.
- ✚ Problem-solving capabilities
- ✚ The ability to remain calm, focused, organized, and results-oriented under pressure and with rapidly changing circumstances.
- ✚ Able to balance and integrate security, the duty of care, and program needs in analysis and advising.
- ✚ Understand the culture and customs of the South Sudan.
- ✚ Have excellent command of English and preferably have good command of Arabic and relevant local languages, both verbally and written.

#### How to apply:

- ✚ Interested and qualified South Sudanese Nationals who met the above requirements can send their cover letter and resume by email addressed to; [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) not later than 28<sup>th</sup> September 2023.
- ✚ We also would like to receive references from your previous employer(s). For more information about this position or the recruitment process, please contact our recruiter at [mb.hr-southsudan@malteser-international.org](mailto:mb.hr-southsudan@malteser-international.org) and copy above-mentioned e-mail address.
- ✚ Hard copies of your cover letter, resume or relevant scan documents, can be dropped at;  
**Malteser International**  
**South Sudan Coordination Office**  
**Plot No. 246 Block 3k South, 2nd Class - Behind Indian Embassy, Tong Ping**  
**Juba, South Sudan.**
- ✚ Please indicate the job title in the email subject line.
- ✚ The deadline for application is on **28<sup>th</sup> September 2023 at 4:00 p.m.**
- ✚ No phone calls.
- ✚ Only short-listed candidates will be notified for personal interview.

