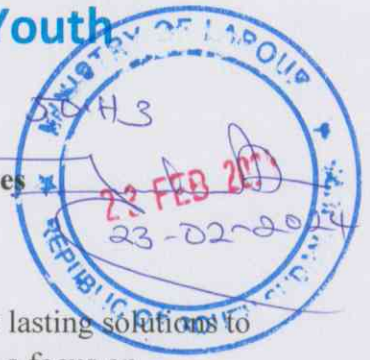


# Risk, Security & Logistics Manager – USAID Youth Empowerment Activity

**Position Location:** Juba, South Sudan, with up to 60% travel to field sites  
**Project Name:** USAID Youth Empowerment Activity



## EDUCATION DEVELOPMENT CENTER (EDC)

**Education Development Center (EDC)** is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

### EDC is committed to equity, diversity, and inclusion in the workplace.

We are looking for candidates who share EDC’s commitment and understand the importance of cultural responsiveness in today’s context.

## Project Description

The **USAID South Sudan Youth Empowerment Activity** will reach 25,000 South Sudanese youth in 13 counties across five (5) states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. YEA will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

## Position Description

The Risk, Security & Logistics Manager will contribute to ensuring the overall health and security of the USAID Youth Empowerment Activity staff as well as risk mitigation measures as related to project implementation. This will be accomplished primarily through information collection and triangulation with a diverse group of stakeholders, followed by analysis and developing, rolling out and monitoring adherence to organizational policies and procedures as they relate to staff health, risk mitigation and security. This is a Professional and/or Specialist role, requiring a candidate with proven ability to understand and apply a highly technical body of knowledge and applicable laws, including supervising a major technical component. S/He must be able to perform complex duties, high-level processes and provide input at a strategic level. This is a leadership role that requires strong collaborative skills and an ability to clearly communicate recommendations and directives with a minimum of supervision. This position reports to the Chief of Party and is expected to collaborate closely with EDC’s Project Director and Global Safety and Security Director.



**Essential functions include:**

- Serve as a member of the in-country crisis management team.
- Inform and refine, as required, YEA health, safety, and security policy procedures in compliance with USAID incident reporting requirements.
- Manage and coordinate healthy, safety and security activities and procedures in the office.
- Set up and manage YEA's health, safety and security management and reporting system; this includes compliance with USAID PLSO incident reporting requirements and maintaining appropriate documentation.
- Undertake health, safety and security analyses as required.
- Participate in senior staff meeting to inform health, safety and security plans, procedures, and systems.
- Conduct health, safety, and security audits.
- Develop, revise, and maintain the YEA Project Safety and Security Plan; ensure consistency with NGO sector standards and train all staff on its contents.
- Regularly assess communications needs; ensure availability of appropriate communications technology, update the emergency communication contact list, orient staff to emergency communication procedures and test the emergency communication system.
- Monitor the political, country and state level contexts closely; disseminate noteworthy updates to teams daily.
- Review all mission/trip plans and SOPs for movements.
- Assess program activities, project proposals and their impact on staff security; make recommendations to reduce staff vulnerability.
- Organize and facilitate safety and security trainings for all EDC staff on a rolling basis.
- Regularly visit field sites to ensure all EDC offices and vehicles uphold minimum safety and security standards and make recommendations based on those assessments. This will be extended to partner offices to evaluate and determine if additional security support is needed and possible.
- Review the country office and field office's contingency plans monthly. Identify potential risks and vulnerabilities and provide feedback on how to mitigate them.
- Collaborate with Project Management leadership to include the Chief of Party and the Project Director to manage Safety and Security budget and procure related materials as well as provide key input in project design, grant proposal and budgeting for safety and security.
- Liaise with government, security analysis organization, humanitarian partners, UN, diplomatic and consular officials, and community leaders to inform context when conducting analysis. This position will be expected to participate and circulate information received from the various security information sharing forums present in South Sudan.
- Complete and circulate written weekly health, safety, security, and risk reports to YEA Project Management Team and EDC Global Security Director.
- Undertake field missions to field locations and potential field locations as requested by the EDC Home Office, including assessments for opening new projects.
- Review and log staff visitor requests.



- Support investigations that involve security and safety of staff upon EDC Home Office request with confidentiality and sensitivity.
- Conduct Security Assessment in new locations.
- Work Closely with logistics department in Clearance of items and obtaining Government clearance documents.
- Monitor the vehicles movements through the tracker application.
- Help review the monthly fuel consumption reports
- Analyze the various maintenance requests for assets (generators, motorbikes and vehicles)
- Other duties assigned.



### Education:

Bachelor's Degree with 3 to 5 years directly relevant security management experience in international humanitarian settings.

Preferred - Master's degree or equivalent years in a similar professional role/level.

### Skills and Experience:

- A minimum of 3 to 5 years of progressively responsible and directly relevant security management experience in international humanitarian settings.
- Proven excellence in management and leadership positions and working in collaboration with multiple partners in South Sudan.
- Experience assessing, designing, and implementing health, risk mitigation and security management aspects of a humanitarian or development project in the five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) where USAID Youth Empowerment Activity will be implemented.
- Knowledge of the South Sudanese political, conflict, development, and humanitarian context.
- Strong coordination and self-organization competencies; ability to organize a substantial workload comprised of complex, diverse, tasks. Flexible and adaptable to changing conditions.
- Strong communication, people management and interpersonal skills with experience leading multicultural, multi-location teams.
- Proven ability to facilitate trip management and tracking of staff either through use of in-house software or third-party software.
- Excellent communication, team and consensus building skills.
- Understanding of various communications technologies commonly used, including VHF and HF radio systems, satellite phones, cell phones, etc.
- Strong analytical skills.
- Strong training and facilitator skills; ability to develop and implement successful training sessions.
- Ability to work well under pressure in unstable and frequently changing security environments.



- Willingness to work and live in often remote areas under basic conditions.
- Previous experience working with USAID projects.
- Proven ability to work successfully within a cross cultural setting, negotiate diplomatically, and function well under pressure.
- Ability to travel to states and counties covered by the project for up to 60% of the time, as required.
- Computer literacy, particularly in Word, Excel, PowerPoint, SharePoint etc.
- Experience in youth and other community development programming strongly desired.

### Language:

Advanced proficiency in written and spoken English and Arabic. Knowledge of and proficiency in at least 2 local languages spoken in Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal highly preferred.

### Job closing date: March 15<sup>th</sup>, 2024

To apply, Applicants are encouraged to visit the <https://go.edc.org/SouthSudanJobs>  
Or hand deliver applications, enclosed in an envelope, to the **Security Desk of River Camp/Afex** addressed to the attention of **The Chief of Party, Education Development Center, (EDC), USAID-Youth Empowerment Activity**. Indicate on the envelope the position applied for.

*Applications will be progressively reviewed as they are received.*

*Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.*

*EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.*

