

Vacancy Announcement



Job Title: Access and Security Officer
Band /Level/ Grade: 8B
Department: Operation
Location: Ajuong Thok /Pamir
Overtime Eligible: Exempt
(per local law)



BACKGROUND:

- The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 40 countries and 22 U.S. cities, we restore safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home. IRC has operated in South Sudan for over 30 years now delivering humanitarian relief, post-conflict assistance, and development programs in both refugees, internally displaced and host community settings. IRC operates in 9 field offices including in Juba with program portfolio covering health, nutrition, child protection, economic recovery and development (ERD)/livelihoods, women's protection and empowerment and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese, trying to rebuild their lives and restore peace. The IRC's new strategy in South Sudan will prioritize improving health, safety, and economic well-being, targeting women, children, and other vulnerable groups.

Position Summary:

The post holder will assist to develop and ensure the systematic application of safety and security management policies and procedures in all of IRC operational areas of South Sudan. This will include the assessment of threats and provision of advice to manage risk; the maintenance and updating of security guidelines and ensuring that field security working practices are robust and that all staff are aware of, trained in, and adhere to security management plans, guidelines and Standard Operating Procedures (SOPs). Integral to the post is the ability to work successfully with field teams to cultivate security awareness and motivation thereby ensuring field-based responsibility for security analysis and management.

September 2016

Approved by Laban,
Public Service & HRD
20 JAN 2021

Major Responsibility

Main Duties:

- Ensure that all IRC programme activities and locations are assessed and monitored relative to their impact on staff safety and security, and make recommendations on protocols and practices to reduce staff risk and vulnerability.
- In consultation with the Security Coordinator, DDO and CD, Field Coordinator Security Focal Persons (SFP) continuously monitor the security /safety environment nationally and locally for all IRC programme areas and make recommendations to the security coordinator and DDO.
- Ensure that contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation are in place, disseminated and adopted amongst staff including a detailed contextual assessment and situational update which is revised at least quarterly.
- Ensure and regularly reassess that IRC vehicles, premises and equipment are compliant with internationally recognized safety and security standards.
- Conduct local analysis of incidents to inform future security management
- In conjunction with the Security Management Team and other relevant staff, assist in the debriefing of staff that has experienced security incidents or 'near miss' incidents.
- Coordinate post-incident follow up actions, analysis and recommendations.
- Ensure that communication systems are adequate and maintained. Provide training to staff on the use of such equipment and communications protocols in conjunction with the supply chain
- Conduct security assessments in new areas of prior to entry by IRC programme staff, in collaboration with security coordinator and deputy director for operations.
- Documentation
-
- Ensure that briefing documents and maps are developed to help orient all new staff (national and international) about the overall security situation in South Sudan and the particular threats and procedures in the areas where staff will be based.
- Ensure that a centralized filing system of security-related documents is maintained.
- Conduct ongoing threat assessments and compile reports on security assessments of offices, staff guest houses, field sites and project areas.
- Briefing, Training and Capacity Building
- Ensure Security briefings (arrival and complete) are of adequate quality and done in timely manner
- Work with national and international staff to build a shared understanding of security analysis and risk mitigation.

- With the support of the Security Coordinator, develop a standardized security training method and provide security training for all staff in safety and security related subjects ensuring that policy and guidelines are understood and are being adopted and implemented across the programme.
- Act as a team facilitator during the development of Field office Security Management Plans.
- If possible, identify, recruit and mentor a national Security officer
- Coordination and Networking
- Coordinate and liaise on programme safety and security matters with all relevant actors in country such as national and international NGOs, UN, Donor organizations, government authorities and other stakeholders within the population.
- Proactively share information with staff in the CO and in the field ensuring high security awareness levels, close situation monitoring and effective two-way communication on security-related issues.
- Work closely with sector / departmental focal points to plan and manage timely and effective recruitment efforts for Yida. This includes: reviewing job descriptions and recruitment requests; managing recruitment processes – including use of networks, agencies and advertisements; screening applicants; participating in interviews; checking references; making job offers; ensuring new employee's paper work is processed accurately; ensuring that the process is fair and transparent and in line with IRC and donor policies.
- Ensure all new staff members receive a comprehensive orientation and are fully conversant with program protocols and requirements
- Focal point for all workshop organizations to include making arrangements, availing supplies, etc
- Focal point IRC staff badges and availability of IRC administrative and other related forms
- Promote and uphold IRC's mandatory reporting procedures. Ensure that all newly recruited staff understand the mandatory reporting policies and sign the acknowledgement for record.
- Review Admin / human resources documents for accuracy and authentication, and process as required, including: recruitment requests; monthly payroll; contracts; change, new hire and termination forms; service letters; benefits registration and claims; leave applications, staff attendance registrar, etc.
- Help in follow up in the IRC Performance Management System at Yida office level, providing training and support as needed to supervisory staff to ensure that the system is followed and utilized as a management tool.
- Manage staff annual leave and other absences, ensuring equity and program coverage.
- Provide guidance and support to Rumbek based staff and managers/supervisors on the interpretation of human resources and administrative policies and procedures. On a timely basis communicate any concerns or reports of noncompliance with policy to the Field Manager / HR/Admin Manager.
- Maintain and manage other IRC administrative procedures and files.

- Maintain the HR Database and ensure confidentiality of human resources data including database and files.
- Ensure all supervisors submit approved timesheets for their staff as required by policy
- Draft the scheduled monthly payroll for Yida office ensuring that the HR database is updated with accurate information.
- Foster and facilitate the development of cooperative professional relations between and among staff at all levels.
- Focal point airport pick-up and accompaniments for IRC staff
- Translation services and Focal point for office visitors – interface between staff and clients
- Perform other duties, as needed, or requested.

PREFERRED SKILLS/QUALIFICATIONS: -

- NGO Experience
- Fluent in written and spoke English, Arabic ++
- Work experience in insecure/hostile environments.
- Ability to work within a multi-cultural, multi ethnic team
- Experience and knowledge of personnel and organizational security issues, threat/risk assessment, security management and security awareness in an insecure environment.
- Ability to adapt to needs and balance demands of beneficiary and security actors while maintaining appropriate contextual NGO security advice and coordination.
- Sound knowledge of humanitarian principles of impartiality and neutrality as outlined in the Humanitarian Charter and the International Red Cross Code of Conduct.
- Strong report writing and interpersonal skills.

Functional skills and knowledge:

- Remains productive when under pressure.
- Demonstrates a systematic and efficient approach to work.
- Works collaboratively with team members to achieve results.
- Relates and works well with people of different cultures, gender and backgrounds
- Excellent team skills; and able to work discretely and professionally with sensitive and confidential information.

HR & Logistics & Finance

- Adherence to IRC South Sudan Country Program.
- **Reports to:** Security Coordinator /Field Coordinator

Monitoring & Reporting

- Prepare and submit report on the accomplishment of work as requested and incorporate manager feedback.
- Complete any other duties as required by supervisor/management.

Fluency in oral and written English language is required

Working Environment: 100% deploy in Ajoungthok

Standards of Professional Conduct:

- The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Gender Equality:

- IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances

Equal Opportunity Employer:

IRC is an Equal Opportunity Employer. IRC considers all applicants based on merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other.

Closing Date of application 30th January 2021 by COB

NOTE: this position is for south Sudanese national and Only shortlisted Candidate will be contacted and attach photocopies only while original will be asked at the interview panel.

CLEARLY LABEL YOUR ENVELOP INDICATING THE POSITION YOU ARE APPLYING FOR.
FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY

September 2016

— Reviewed by RRC Office —

