

To: H-3
Approved by labour
inspector



ARC
American Refugee Committee
South Sudan
Goshen House 2nd Floor
Kololo Road, Juba

September 22, 2020

VACANCY ANNOUNCEMENT

POSITION TITLE:	Field Security and Liaison Coordinator
NUMBER OF POSITION:	One (1) post
DUTY STATION:	Juba, Republic of South Sudan
REPORTS TO:	Country Director
STATUS:	Full Time
START DATE	As soon as possible

COUNTRY PROGRAM OVERVIEW

The overall objective of the ARC South Sudan program is to assist the South Sudanese to respond and react to community needs. To achieve this objective, ARC implements a multi-sectoral program that includes Water and Sanitation, Nutrition, Gender-based violence prevention, and response activities. ARC is expanding its outreach mechanisms and introducing innovative new initiatives. ARC currently has program activities in Aweil, Kapoeta South, Ulang, Budi, and Kajo-keji Counties.

PRIMARY PURPOSE OF THE POSITION

Under the supervision of the Country Director/Delegate, the field security and liaison coordinator is the primary security focal point, advisor, and trainer for ARC country operations in South Sudan. S/he manages in-country security systems, including communications systems and infrastructure. Working with the South Sudan team, take concrete steps to improve the preparedness of ARC staff and offices to face insecure situations. Assist the team in responding to security incidents. The post holder will liaise with government authorities/ ministries on security, ARC registration, Clearances, and other operational issues.

MAJOR AREAS OF ACCOUNTABILITY / PRIMARY DUTIES/RESPONSIBILITIES:

- Advise the Senior Management Team on all matters relating to security. There is also a management and reporting relationship with the Director of Security at HQ.
- Monitor national and international information sources (UN, Government and NGO sources, etc.) to distill and communicate relevant security information to ARC staff.



- Travel to all existing or potential ARC field sites (or locations for field operations) advise on necessary security arrangements and assist the team in putting those procedures in place.
- Draft a weekly security update and develop site-specific security plans, policies. And procedures and cascade the information with all ARC staff.
- Participate in NGO security meetings, facilitate information exchanges, and encourage field-level coordination within NGO and international community on security concerns.
- Provide technical support to the field sites, security assessments, scenario planning, security plan development, crisis /contingency planning, and other security-related functions.
- Provide security orientation to incoming ARC staff and ARC visitors
- Revise country security guidelines/Manuel including hibernation and evacuation plans for all ARC offices and operational areas in South Sudan. Communicate and implement guidelines.
- Develop context –Specific procedures to enhance the security and preparedness of ARC staff in ARC offices and the field.
- Provide security training on procedures/measures to ensure the security of ARC staff and assets at all times to include; training on travel and transport policies, training for guards and drivers, and training in hibernation/evacuation procedures.
- Establish and maintains a security focal point system for all ARC south Sudan programs.
- Responsible for the timely renewal of all ARC registration certificates with RRC, National Directorate of Taxation, Ministry of interior, Crime Prevention Division of National Police.
- Liaise with ARC sector heads, RRC, and other Government departments on all registration matters, customs related issues, clearance, permissions, and approval.
- Any other duties as assigned by the supervisor.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- The position is open to south Sudanese Nationals only.
- Degree or Diploma in Law, Policing, or Law enforcement training or equivalent.
- At least 3 years of relevant experience in a similar position
- Demonstrated strong analytical skills and experience with report writing.
- Excellent training and facilitation skills
- Competency and training in communications systems such as Codan, IKOM, Barrett, HG, Motorola, BHF, fixed and mobile satellite systems.
- Excellent Computer skills in Microsoft Office (Word, Excel, PowerPoint, and Email)
- Willingness to work for long hours and stay in other ARC locations for a long period.
- Good written and spoken English skills (conversational Arabic is an advantage)



HOW TO APPLY

Qualified and interested candidates should submit their applications which include the cover letter, together with an updated CV with at least three professional referees addressed to ARC South Sudan office located in Goshen House 2nd Floor, Ministries Road, Kololo Juba, South Sudan. Applications can also be submitted to the following email address: ssvacancies@arcrelief.org

Please note that ARC retains all applications and the files will not be returned to the applicants at the end of the recruitment process. Due to the urgency of the position, applications will be reviewed on regular basis hence these positions may be filled before the expiry date of the advert. Only shortlisted candidates will be contacted for an interview.

The Deadline for receiving applications is 12th October 2020 at 5:00 pm local time.

