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Approved by A/Director
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MINISTRY OF LABOR
REPUBLIC OF SOUTH SUDAN

Save the Children

12 August 2026

Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Humanitarian Access and Safety Manager

Location: Bor, Field Office

Reports to: Head of Humanitarian Access and Staff Safet.

Contract Period: 12 months with possibilities of extension based on performance.

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

The Humanitarian Access and Safety Manager is responsible for supporting the Head of Humanitarian Access and Staff Safety, and the Field Managers in protecting staff, visitors and partners from any harm and/or abuses, as well as to protect SCI assets and operations from potential risks of damages; by implementing SCI policy, SOPs and strategies for minimizing the risks.

S/he will be also responsible for ensuring safe humanitarian access for field operations teams and programs to reach the targeted beneficiaries, while upholding the minimum organizational operating standards for safety and security management. S/he provides advice to the Field Managers, as well as technical support to the Field Office security focal points in the implementation of safety and security management frameworks, Minimum Operating Standards (MOSS) and facilitates the training and capacity building of staff. As an Extended Senior Leadership Team Member, s/he shall be in support of the Head of Humanitarian Access and Safety in decision making upon critical safety & security related matters..

SCOPE OF ROLE:

Under the direct supervision of the Head of Humanitarian Access and Staff Safety, the position holder will develop and oversee the implementation of humanitarian access, safety and security management measures



in field locations of the respective area in compliance with SCI's strategy and in line with humanitarian principles, humanitarian needs, Duty of Care and Gender Equality principles.

The position holder will provide expert support to all field offices, including the Country Office in Juba (when needed) and internal stakeholders (supply chain, admin, transport, finance, HR etc) of the operational area, to identify changes and trends in the humanitarian access and security environment in South Sudan and will ensure that adequate and up-to-date policies and procedures are in place for smooth operations, and known to all staff; especially for field locations.

Reports to: Head of Humanitarian Access and Staff Safet.

Staff reporting to this post: None

Budget Responsibilities: None

Role Dimensions: Manage field level security in a complex operating environment with multilevel stakeholders (internal and external) engagements, dealing with bureaucracies and high level of logistic challenges; Assist Country Office management in decision making.

KEY AREAS OF ACCOUNTABILITY:

1. Safety and Security Management

- Assist field offices in implementing all policies, procedures, guidelines and planning for staff safety, operational security and program continuity.
- Conduct regular Security Risk Assessments in all field offices and propose appropriate safety and security mitigations measures relevant to the contexts.
- Review and update the Field Office Security Management Plans, SOPs and guidelines on a half yearly basis or upon significant change in the operating context;
- Implement standard operating procedures (MOSS) and contingency plans by working with respective Field Managers and Security Focal Points (SFPs);
- Evaluate, review and update the hibernation, relocation and evacuation plans for all field offices, and ensure that the practical preparations are in place and known to all staff involved;
- Ensure that accurate, up-to-date security/communications information is available in appropriate local language(s) to all staff in respective field locations;
- Timely identify and manage safety and security incidents in all respective field locations, pertaining to all SCI staff and assets;
- Coordinate the management of security incidents in fields, while engaging field managers and Juba level CIMT members;
- Conduct periodic risk assessments of contracted and prospective offices and residences. Follow up on actions to be taken to ensure compliance with safety and security standards.
- Undertake continual assessments of equipment, and the protocols by which that equipment is used, to ensure that minimal conditions for security are being met.
- Ensure safety and security measures (fire safety, physical security, vehicle safety etc) for all SCI premises are appropriate and effective.

2. Humanitarian Access

- Analyze the trends of program operational access constraints across respective operational areas and engage relevant internal and external stakeholders for timely adaptations and mitigations.



- Regularly analyses access context, feeds into scenario mapping, risk and mitigation plans;
 - Work closely with the Head-HAS, Field Managers to ensure access strategies aligned with SCI red lines and prioritization;
 - Maintain a high level of preparedness vis-a-vis predicted contextual fluctuations operationally and programmatically;
 - Represent SCI in key external access coordination meetings especially at field level led by UNOCHA, NGO Forum, UNDSS, INSO, PLSO and government security apparatus etc., feeding into these meetings in a transparent and sensitive manner, and flagging key issues to relevant stakeholders in a timely manner,
 - Lead regular discussions with strategic international and national partners on access issues,
 - Establish and maintain informal relations and a network of contacts in SCI operational areas, allowing the collection of information related with humanitarian access in country, specifically in the areas of current or planned programs.
 - Work with appropriate SCI departments, including HR, to ensure timely and appropriate follow-up to violations of SCI's Code of Conduct, in addition to operational breaches to humanitarian principles;
 - Designs, plans and delivery training in access negotiations and management, as well as mainstream understanding of access related.
 - Conducts regular visits to the deep field to provide assessments on existing and emerging risks, as well as to support field-level colleagues in designing or revising the mitigation and other measures
- 3. Information and data management (manage the SCI data tracker)**

- Gather information from reliable sources to update SCI data tracker daily.
- Act as the country focal point for the SCI data tracker.
- Ensure incidents are correctly categorized, verified, and entered excel tracker.
- Monitor and improve the quality and integrity of security incident data.
- Train and support SCI staff and Partners on data tracker and its methodology.
- Transform data into clear and impactful charts, maps, dashboards, and visual products.
- Support programmed teams in using data and visualizations to strengthen reporting and analysis.
- Improve tools, workflows, and processes used to produce visual outputs.
- Manage the SCI data tracker Portal and related platforms.
- Lead and support the Information Management team, ensuring high standards in data management and analysis.
- Organize team priorities and delegate tasks to ensure the timely delivery of information products and services.

4. Learning, Training and Capacity Strengthening

- Ensure the requirements of the GSS & CO Humanitarian Access & Security Capacity Development Strategy are implemented adequately and in a timely manner in field locations;
- In consultation with the Head-HAS and HR L&D responsible, design and implement Safety Security Learning and Development programs to all staff based in field locations;
- Support partner organizations in coordination with the partnership team by providing advice and including capacity strengthening initiatives.

5. Monitoring, Reporting & Analysis

- Constantly monitor available sources to collect, compile and report information including incidents and trends pertinent to humanitarian access and security;
- Prepare and disseminate regular updates to the field level ESLT members;
- Provide timely area-based access analysis based on PDQ and programmatic demands;



- Compile and submit Daily Country Security Situation Report to the Director-HAS.
 - Support the Head-HAS, Field Managers in analyzing the latest developments in operational locations and how these are likely to impact SCI in-country operations
6. Contributes to the country strategies in line with the global strategies

Participates and promotes SCI's institutional policy and the optimization of resources

- Contributes to the drafting, revision and implementation of SOP for area 1.
 - Produces and updates the risk map covering area 1; proposes and implements risk mitigation measures.
 - INCIDENTS: contributes to incident reporting within her or his scope of responsibility.
 - INDICATORS: producers, compiles and analyses dashboard data.
 - REPRESENTATION: represents SCI externally on security matters concerning at the State level.
7. Safeguarding
1. Contributes actively to the implementation of the SCI Code of Conduct in the field offices.
 2. Ensure that measures within the safety and security policy and addresses safeguarding risks, including safe access to facilities and protection from exploitation or abuse.
 3. Ensures safety and security policies and applied procedures are non-discriminatory and consider specifics of at-risk groups, like e.g. Women, persons with disabilities
8. Emergency Preparedness and Operational Continuity
- Support preparedness planning for security deterioration, humanitarian emergencies, and operational interruptions in Jonglei, Upper Nile and Abyei Administrative Area.
 - Advise on contingency planning, relocation planning, business continuity measures, and emergency response readiness.
 - Strengthen alignment between preparedness systems and country program objectives.
 - Support scenario planning exercises and preparedness workshops for leadership and staff.
 - Ensure lessons learned and good practices are documented and integrated into future planning.

BEHAVIOURS (Values in Practice)

Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions



- willing to take disciplined risks.

Integrity:

honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

- Relevant bachelor's degree. A master's degree in a relevant field will be an added advantage
- Minimum 5 years of work experience, with an UN/INGO agency in security management
- Previous experience in Security Manager role will be an added advantage
- Certified qualifications in safety and security training skills will be an added advantage
- Experience in negotiation skills, representation, report writing.

EXPERIENCE AND SKILLS

Essential

- Proven experience in context/security analysis and advising humanitarian agencies.
- Experience in developing and updating SOPs, contingency plans and other risk assessment and management documents and tools.
- Proven experience in incident/crisis management.
- Experience in conducting safety security training for both international and national staff,
- Fluent in English & Juba Arabic. Additional local language will be an added advantage.
- Strong interpersonal, communication, and networking skills.
- Ability to provide conflict analysis (written).
- Proven ability to prioritize tasks and meet deadlines under pressure.
- Must be computer literate, able to use MS Word, Excell, Power Point, Google Earth etc.
- Previous experience in crisis management and be able to motivate and guide team members.
- Flexible to be based in field locations and travel at short notice to difficult and risky areas.
- Proven ability to work effectively with minimal supervision and capable of generating outputs.
- Experience working in field locations is a strong advantage.
- Commitment to SCI Child Safeguarding policy
- Context knowledge of Jonglei, Upper Nile and Abyei Administrative Area.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.



Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Application Information:

Please attach a copy of your CV , ID/ Passport and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com/careers))

Please attach the following documents

- Application letter/Cover letter
- ID/ Passport
- CV
- Education Qualifications/ Transcript and Certificate.

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty accessing the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support.

Deadline for submitting applications: 31st August, 2026 4.00 PM) the position will be filled subject to confirmation of the funding from the donor."

