

II - Approved by Director of Labour office Malakal H.E.s.
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**MSF SPAIN IS OPENING THE RECRUITMENT OF: RISK MANAGEMENT SUPPORT
(BASED IN MALAKAL/FIXED CONTRACT (STARTING WITH 3 MONTHS)/ LEVEL 8**

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the logistics and supply department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed, or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

Providing support to the Project Coordinator and the Logistics Team Leader in the risk security management, contributing to the daily follow-up according to MSF protocols, standards and procedures to ensure the smooth running of the project's risk reduction strategy.

Main Duties & Responsibilities

- Ensure the Project Coordinator and Logistics Team Leader are supported to be capable to follow the project security and safety plan and makes them accountable for the implementation.
- Monitor and report on the compliance in relation to key aspects of safety internal management to the Project Coordinator and the Logistics Team Leader.
- Perform additional tasks related to safety as required by the Project Coordinator within the scope of this position of supporting and maintaining surveillance over the safety management of the project.

MSF SPECIFIC ACCOUNTABILITIES

Implementation

- Support the implementation of the project's risk analysis: risk assessment and reduction strategies
- Monitor to ensure the risk analysis is updated as per the mission's and context's requirements.

- Participate in the development, review and adaptation of the project security plan and propose necessary improvements.
- Responsible for monitoring the agreed measures and to inform the Project Coordinator of any gaps / mistakes in their implementation. S/he will also inform the LTL if it refers to measures to be implemented under his/her responsibility.
- Identify current and potential vulnerabilities in the project's security rules & Procedures.
- Responsible for proposing a simulation plan and ensuring its execution.

Meetings/ Security session

- Assist the Project Coordinator in internal communication sessions and events about security in relation with context and operations.
- Participate in discussions to improve adherence to SOPs and security rules.
- Write meeting minutes and contribute to the meeting logbook.
- Document the implementation of the project security plan, including writing meeting minutes, and reporting on security indicators.

Briefing/Debriefing

- Support the Project Coordinator and Logistics Team Leader to prepare and conduct regular briefings and debriefings in relation with context and ops of project staff.
- Ensure that BF and DBF are carried out before and after each movement, and that feedbacks are systematically reported to the Project Coordinator.
- Ensure as well that due informed consent is provided.

REQUIREMENTS

Education	<ul style="list-style-type: none"> • Desirable: University Diploma Level, preferably in the field of Social Sciences (Political Sciences, International Public Law, Anthropology, Economics, etc.) but this is not essential requirement. All relevant work experience will be considered.
Experience	<ul style="list-style-type: none"> • Essential: Experience in data collection, reporting and analysis, basics in knowledge management. • Desirable: Experience in working in a complicated political, security and humanitarian environment. • Desirable: Two years previous experience in the field of humanitarian aid with MSF or other NGOs • Desirable: Management experience
Languages	<ul style="list-style-type: none"> • Fluency in the mission working language is essential (high level command in oral and written communications). Knowledge of the mission local language is an asset.
Knowledge	<ul style="list-style-type: none"> • Essential computer literacy (word, excel, Internet/social media) • Excellent understanding of MSF's principles and values • Knowledge of and interest in humanitarian issues • In-depth contextual knowledge and analysis skills • High level of knowledge of local culture and customs

COMPETENCIES

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioral Flexibility
- Commitment to MSF Principles
- Stress Management

HOW TO APPLY

Interested applicants can submit their motivation letters and updated CV, relevant academic certificates, previous work certificates and nationality ID.

Application should be addressed to:

ADMINISTRATIVE MANAGER, MSF SPAIN, MALAKAL.

Submission can be done by E-mail: (msfe-malakal-admin@barcelona.msf.org) or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, MALAKAL, JUBA or ULANG

With clearly written job title and updated contact numbers.

Closing date for submissions: 23/08/2023 at 17:00 hrs.

We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.

Applications once submitted, will not be returned to applicants.

MSF is committed to achieving workforce diversity in terms of gender, race, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidentiality.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Malakal, 9th August 2023.

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