



VACANCY ANNOUNCEMENTS

PROGRAM/DEPARTMENT SUMMARY:

The Security Officer will in the safety and security department as a part of the Operational Support structure, committed to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries.

Vacancy: Security Officer

Reports to: Regional Security Advisor.

Duty Station: Juba

Start Date: ASAP

Deadline of Application: 4th May 2021.

GENERAL POSITION SUMMARY:

The Security Officer will be responsible for ensuring that appropriate measures and guidelines are in place towards the safety and security of Mercy Corps staff, assets and program in South Sudan. This will involve the conduct of risk assessments, ensuring compliance to safety and security policy and procedures, sharing of up-to-date safety and security information based on context, reporting on and management of incidents, offering in-house training as well as recommending suitable trainings to staff, capacity building of field Security Focal Points and represent Mercy Corps in security related meetings hosted by the NGO Forum, INSO or other credible forums.

ESSENTIAL JOB FUNCTIONS:

- Serve as the focal point for collection, analysis and timely dissemination of relevant and up-to-date safety and security information. This will include contributing and participation in the regular reporting process;
- Maintain oversight of operational safety and security issues through coordination with SFPs at each office location;
- Reporting on and management of safety and security incidents in conjunction with the Safety and Security Manager. In the case of critical incidents, the Country Director should be involved in their management;
- Responsible for updating of the Security Management Plans and security briefing notes for each office location on an annual basis or after the occurrence of a significant incident(s);
- As a member of the Security Management Team participate in the execution of medical evacuation, hibernation, relocation and evacuation procedures for staff members in line with the applicable policies and SOPs. These policies and SOPs should be kept relevant to the existing context;



- Daily monitoring of the security situation and prefer practical and adequate action to enable program implementation process. This will include liaison with the SFPs in management of safety and security of staff, operations and organization assets in South Sudan;
- Supervise the deployed security guards at Juba office and liaise with field office SFPs in ensuring adequate access and physical security measures are in place and implemented;
- Visit Mercy Corps field locations and conduct routine physical assessment of the office bases, assess performance of and compliance to safety and security procedures and recommend and follow up on implementation of corrective measures;
- In collaboration with the Safety and Security Manager and Program Managers identify and facilitate staff training on broader areas of safety and security – personal safety, basic first aid, fire safety, communication, field movement planning and defensive driving;
- Represent Mercy Corps at the weekly NGO Forum security meetings and share information with staff and management as deemed appropriate;
- Support in the provision of security briefing to new staff, Mercy Corps visitors and Juba based staff travelling to the field;
- Raise Purchase Requests for replenishment / service of safety and security supplies – 1st aid kits, trauma kits, fire extinguishers, hibernation kits and applicable hygiene supplies;
- Ensure safety features are in place for each vehicle and location with first aid kit and fire safety equipment;
- Testing, issuing and training on communication equipment;
- Build up a network of useful contacts and informants on security related information and support;
- Adhere to all safety and communication protocols as advised by Mercy Corps and supervisor;
- Adherence to all MC policies and procedures as outlined in MC policies and procedure manuals;
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission in country of operation;
- Other duties as assigned.

KNOWLEDGE AND EXPERIENCE:

- College level Education qualification with a minimum of 3 years' practical field experience in a similar role
- Ability to assess and manage security situations proactively and within the existing organization policy and procedures
- Computer literacy particularly in word, excel and power point
- Resourcefulness and creativity in developing the role safety and security within the program and ensuring most effective support to line management
- Good planning, coordination and reporting skills with the ability to organize work and achieve desired outcomes
- Good communication skills with proficiency in English (speak, read and write) and Arabic (speak);
- Good knowledge and understanding of South Sudan context;
- Willingness to work and travel in often challenging and at times insecure environments;
- Ability to work in a team setting that has diverse cultures



- Commitment to Mercy Corps policies and values

Desirable:

- A formal security management qualification or proven attendance to safety and security training
- Experience in handling emergency situations especially at field level
- INGO work experience in emergency context.

SUCCESS FACTORS:

1. Safety conscious
2. Time conscious
3. Good listener and communicator
4. Compliance with procedures that go with the role
5. Good standard of personal etiquette
6. Problem solving skills
7. Accomplishment of assigned tasks
8. Exercises pro-activeness

Apply to: Mercy Corps Juba Office

All applications will include CV, and all relevant copies of official documents, should be submitted in person.

Or by email: ss-apply@mercycorps.org

