



### VACANCY ANNOUNCEMENT

<b>Job Title:</b>	Safety Officer
<b>Location:</b>	Juba-Head Office
<b>Reports to:</b>	Country Director
<b>Recruitment Type</b>	Local Recruitment
<b>Posting Date</b>	1 April 2022
<b>Closing Date</b>	19 April 2022



#### General Programme Description

GOAL has been working in South Sudan since 1985. GOAL South Sudan supports vulnerable communities with WASH, Nutrition, Health and Food Security and Livelihoods interventions and building their resilience by moving from emergency response to longer term programming. GOAL South Sudan is headquartered in Juba and has operations in Upper Nile, Central Equatoria, Warrap States and Abyei Special Administrative Area. GOAL is committed to work by and fulfil our core values of Humanitarianism, Respect, Integrity, Partnership and Courage. GOAL is looking for a Safety Officer to be based in the Juba office with travels to the field office. The position reports to the Country Director

#### Job Purpose

- To inform and advise senior management in the field and the Senior Management Team (National Head Office) on safety and security related issues and ensure that they are kept informed of all security developments and are in a position to take appropriate action when required.
- To ensure that appropriate systems and procedures are in place to maximize the safety and security of all GOAL staff and property and that these systems and procedures are adhered to at all times. This includes the maintenance & updating of SSEP's & SOP's.
- To work with programme managers at all levels to ensure that safety and security is mainstreamed into all areas of planning and operations.
- To carryout regular field visits / assessments.

#### Reporting Lines

The position holder will ultimately report to the Country Director; however, a dotted line will be maintained in reporting security matters to the Systems Director. Further the SO will be an invited member of the SMT as and when required. The SO will work to the Regional Security Advisor/Global Security Advisor in conjunction with the CD on technical security matters and will keep the RSA abreast of major security incidents or developments.

#### Main Duties & Responsibilities

##### Coordination:

- Attend safety/access coordination meetings and report back to the SMT on relevant information.





- Develop contacts and information gathering systems amongst UN, NGOs, INGO's, government agencies and embassies and share security information with them on a regular basis. (Networking)
- This role will also involve regular field visits, these will enable security audits/ reviews to take place and security & safety training to be completed.

### Security documentation:

- Produce daily written brief and weekly security reports for the Country SMT that review any incidents in GOAL sites, summarize relevant external Sitrep, and analyse security/social/political/economic information from the wide range of information sources available that may impact the operation of GOAL's programmes in SS.
- Ensure that all incidents are reported, analysed and actions taken where necessary. Implement incident tracking system.
- Maintain an Emergency Contact database with up-to-date information for all staff.
- In association with the RSA Ensure that the Country and Field Safety Security and Evacuation Plans (SSEP) and relevant Annexes are reviewed and updated on a regular basis. (Every 3 months)
- In association with the RSA ensure that all Standard Operating Procedures (SOPs) relating to safety and security are reviewed and updated on a regular basis. (Every 6 months)
- With the Country SMT, RSA and GSA develop contingency plans, ensuring that staff understand their roles in an emergency and that GOAL has the resources to carry out the contingency plans.
- Keep current and provide all staff with Constant Companion Cards, ensuring that the contact information on the card is up to date.
- Ensure that all GOAL staff have valid GOAL Identification and that staff leaving GOAL hand in their ID as part of the clearance process.
- Provide continuation training to Country Head Office & Field staff
- Liaise with external security actors to ensure the safety and security of GOAL staff and property.
- Carryout Security / Risk assessments for new projects (all assessments should be reviewed every 6 months).
- Assist with investigations as required by CD/RSA & Investigations team
- Provide Liaison with any contract security services, monthly meetings should be held, and any equipment (panic alarms, vehicle trackers etc) should be monitored & tested.
- Monitor and manage internal security teams (watchmen etc) and produce site instructions
- Training & Field visit tracker.
- Ensure all incidents are recorded on the incident trackers on the BI Power system
- Liaise with 3<sup>rd</sup> Party Partners on documentation and training

### Health and Safety:

- With the appropriate health staff and ACDS ensure that all offices and GOAL accommodation have fully stocked, up to date First Aid and PEP kits.
- Ensure that appropriate fire safety equipment is in place in offices, compounds, and vehicles. Ensure that staff are aware of what to do in the event of a fire.
- Liaise with the transport manager/ACDS to ensure that all vehicles have the necessary





safety and security equipment.

- Ensure that hibernation kits are present in all compounds and review contents on a regular basis to ensure that nothing has expired.
- Develop security phone communication trees and maintain the GOAL warden system.
- In association with the RSA / GSA update the security induction materials on a regular basis and provide inductions to all new staff.
- Test all secondary communications networks
- Ensure fire & evacuation plans and diagrams are up to date

#### **Requirements (Person Specification)**

- Degree in business administration, Social Sciences, Safety & Security Management
- Minimum of 2 years of humanitarian aid experience. or relevant security knowledge within South Sudan.
- Demonstrated experience in security analysis including experience in developing security related technical tools guidelines and systems. Knowledge of security measures appropriate to the NGO.
- Computer literacy particularly in word, Excel, and PowerPoint.
- Good planning, coordination and reporting skills with the ability to organise work and achieve desired outcomes
- Good communication skills with proficiency in English
- Willingness to work and travel to challenging environments
- Relevant training in safety & security management is an added advantage

#### **Equal Opportunities**

GOAL does not discriminate because of ethnic background, colour, age, disability, marital status, religion, or gender. **interested and qualified females who met the above requirements are strongly encouraged to apply.**

#### **Safeguarding**

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

#### **Accountability within GOAL**

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.



- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

**General Terms and Conditions**

- This Vacancy Announcement only serves as a guide for the position available. GOAL reserves the right to change this document.

**How To Apply**

Interested and qualified candidate should submit either soft or hard copies of their applications addressed to the Human Resource Department GOAL South Sudan Juba office located along Kololo Road, Juba Nabari Residential Area. For online applications, send your applications to [goaljobs@ss.goal.ie](mailto:goaljobs@ss.goal.ie) . document must **NOT** be more than 5MBS.

