



NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN

VACANCY ANNOUNCEMENT

JOB TITLE: Health Safety & Security Officer
REPORTING: Area Manager
DUTY STATIONS: Wau, Coverage of Warrap and NBEG
DURATION AND TEPY OF CONTRACT: 10 Months renewable subject to funding
STARTING DATE: As soon as possible
SALARY: As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Health Safety & Security Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

REPORTING TO

Area Manager

DUTIES AND RESPONSIBILITIES:

1. Implement NRC's safety and security policies, procedures and regulations at field level
2. Monitor and evaluate field compliance to NRC safety and security policies, procedures and regulations.
3. Conduct regular security and risk assessments to identify safety and security needs
4. Train staff in safety and security and provide regular briefings and updates
5. Immediately report; all breaches of safety and security procedures; all threats to NRC staff, beneficiaries, activities or assets; all incidents including near misses.
6. Facilitate staff evacuation in emergency situations
7. Assist AM/HoO in incident management as and when required.
8. Liaise with UN agencies, NGOs and other external actors to gain security information
9. Ensure vehicle and staff movements are monitored according to procedures and that necessary safety and security equipment are available and in good condition
10. Prepare security updates and reports as required
11. Monitor all movements and maintain records
12. Set up radio room and ensure daily function of it
13. Report to CO, field office compliance to NRC safety and security policies, procedures and regulations on a monthly basis
14. Provide safety and security updates to AM/HoO on a daily basis and maintain an incident log for the area of operation.
15. Send weekly security report to CO office every Friday COB
16. Build and maintain stake holders contact list and assist AM/HoO in access related and other negotiations/discussions with them
17. Conduct security briefings to new staff, visitors and staff returning from leave within 24 hours of arrival
18. Identify training needs, report to Security Advisor, and assist in conducting in house trainings.
19. Manage guard force
20. Other duties as required by line manager.



Qualifications and Competencies

1. Bachelor Degree /Diploma in related field.
2. 2-3 years of experience working as Safety Officer in Western Bhar el Ghazal State.
3. Must be able to prioritize and have excellent multitasking, documentation and reporting skills.
4. Good problem-solving skills, diplomatic and self-directed.
5. High-level competency in computer skills (common Microsoft Windows and Office applications)
6. Proven communication, interpersonal, representation, negotiation and leadership skills
7. Fluent speaker of Arabic is an added advantage.
8. Previous experience from working in complex and volatile contexts
9. Documented results related to the position's responsibilities
10. Knowledge about own leadership skills/profile
11. Fluency in English, both written and verbal

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **22nd September 2021 by Hardcopy** in an enclosed envelope clearly marked Position of **Health Safety & Security Officer ,Wau Western Bhar El Ghazal State** to one of these locations:
 - NRC Human Resource Office in Juba
 - NRC Human Resource Office in Alek, Wau & Aweil

Only short-listed candidates will be contacted, by e-mail or by phone.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

This position is subject to funding.

