



Safety & Security/Access Officer-WFP Project

Employer: Oxfam - GB South Sudan
Reports to: Country Security Advisor
Department: Safety & Security
Deadline for Applications: February 19, 2021
Contract Duration: 06 Months with Possible Extension
Contract Type: Fixed Term
Location: Lankien Based with Field Travel

JOB DESCRIPTION:

Assignment

Safety & Security/Access Officer – WFP Project purpose is to assist in maintaining safe and secure environment for Oxfam employees, premises, assets, WFP project sites/staff/assets and as well maintain solid and regular communication with local authorities and security officials of other organizations. The Safety & Security Officer/Access is responsible for ensuring that appropriate systems and procedures are in place to maximize the safety and security of all Oxfam staff and that they are adhered to at all times. The Safety & Security/Access Officer is responsible for supporting the Country Security Advisor to ensure that safety and security is mainstreamed into all areas of operations of WFP project in Lankien and area of operations.

Responsible for:

- Liaise with local authorities and facilitate continuity of Oxfam/WFP operations.
- Maintain security of Oxfam compounds, staff, assets and properties with primary responsibility towards WFP project sites/staff/assets.
- Training delivery to Oxfam/WFP field staff on safety & security.
- Access, safety & security responsibility for Oxfam/WFP operations.

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Functions:

Security/Safety Duties:

Update and brief staff on security situation in Oxfam/WFP operation sites.
Initiate, review and collate security incident reports for each Oxfam/WFP operation sites.
Provide security briefings as part of induction for new staff and visitors.
Facilitate FSMP and SoP revisions as and when necessary and stipulated.
Create, along with the Roving Field Safety & Security Officer and Country Security Advisor, a security training program that reaches a maximum number of local/national staff. Keep useful records on staff training and report.
Monitor all communications from the field related to security incidents and planning and provide timely feedback to advisories and guidance sought by the WFP team.
Deploy with WFP teams to locations and manage safety & security/access directly.
Identify, create and maintain a network and coordinate closely with security counter parts.
Work closely with the local authorities to secure access for Oxfam/WFP teams.
Prevents losses and damage by reporting irregularities; informing violators of policy and procedures.
Observe staff movement, communicate with Radio Room/Logistics and provide security guidance to international staff as well as national/local staff on security situation in WFP operational areas.
Maintain effective communication to report and record observations, information, and occurrences.
Maintain strong security/safety posture by monitoring and setting premise and equipment controls.
Ensures operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; coordinate with logistic and calling for repairs; evaluating new equipment/replacements.
Direct line management of warehouse security guards.
Safety and security/access management of ware houses.
Conduct internal investigations when required and tasked by the Country Security Advisor.
Any other tasks/duties assigned by the Country Security Advisor.

Required Experience:

At least three years' experience in the field of safety and security, preferably with an INGO/NGO.
Proven ability to produce timely written and verbal situation reports of incidents.
Strong ability to manage information, sound judgment, diplomatic tact and mature professionalism.
Ability to work creatively and independently both in the field and in the office.
Able to work in a team and/or independently with minimum supervision, excellent interpersonal skills.
Highly motivated and with a desire to work with staff members from diverse cultural backgrounds.
Ability to follow deadlines and respect line management.
Ability to travel and work in difficult conditions and under pressure.

Education: Graduate in the field of administration/security management and/or relevant experience.

Language preference: English and Arabic, local language is an added advantage.



Michael Pepple
15/01/2021

JAN 15TH 2021