



Approved  
Accordingly  
*[Signature]*

Administration & HR  
HR-N2  
Version 01/2022

<b>Position</b>	HSE Officer (Health, Safety & Environment Officer)	<b>Starting Date</b>	3/06/2024.
<b>Reference of the offer</b>	[To define]	<b>Publication Date</b>	29/04/2024
<b>Location</b>	Maridi, Western Equatoria	<b>Type of contract</b>	Fixed Term Contract
<b>Duration</b>	6 months renewable	<b>Security Level</b>	

#### About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

In South Sudan, ACTED intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

#### Context of the position and key challenges

The HSE Officer will be associated to the ACTED Infrastructure team. They will be joining ACTED in year 3 of a 5-year project to engage construction contractors and implement the construction of infrastructure from Maridi to Yambio Counties. The QAQC Officer and Infrastructure team work closely with the Project Coordinator to develop and then implement project systems to ensure construction works are implemented to the design drawings and specifications resulting in construction that will meet its design life.

The HSE Officer needs to be experienced in Health, Safety and Environmental process implementation across multiple construction contractors spread over various sites and be skilled in maintaining contractor relationships while being strong in HSE implementation.

The HSE Officer must be proactive and a team player who understands and works to the humanitarian principles.

#### Key roles and responsibilities

##### 1. Review of Project Environmental & Social Management Framework and implementation of any of its actions

- Responsible for completing full review of the ESMF documentation inclusive of donor documentation and summarizing all actions to be taken at all construction sites.
- Responsible for initiating and implementing the Environmental and Social Impact Assessments prior to construction commencing at the infrastructure sites. To plan timelines for each in detail to ensure each is prioritized to allow construction commencement dates to proceed unimpeded.
- Ensure contractors documentation incorporates all EMSF and other HSE requirements prior to their commencement of works.
- Responsible not only considering well-being of employees but also environmental impact safety measures. Aligning workplaces safety with environmental regulations, they contribute to sustainable responsible business practices.



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**2. Development and review of HSE portions of tender submissions for infrastructure projects**

- Responsible for completing HSE tender review for existing issued tenders under the direction of the Infra PM.
- Development of HSE portion of tender documents for issuing in future tenders.

**3. Implementation of HSE Control mechanisms at various construction sites**

- Ensure contractors are planning for Safety hold points and various inspection points throughout their construction processes. To be planned in weekly and monthly quality inspection Look Ahead.
- Ensure contractors are booking clear inspection timeslots for inspection points.
- Ensure contractors are providing complying paperwork during inspection points.
- Instigate and attend inspections with the Contractors and ACTED Engineering or Supervision team.
- Undertake regular field visits to provide HSE guidance and supervision.
- Ensure lessons learned are documented, shared, and reflected in project planning and decision making.
- Advise on, and assist with, project reviews conducted by AMEU.

**4. Safety Management and Compliance**

- Conduct thoroughly risk assessments new and existing processes, equipment, and facilities to identify potential Hazards and recommend risk mitigation measures.
- Collaborate with engineering teams to incorporate safety features in design and development processes.
- Stay current on safety regulations and standards relevant to the industry and ensure that engineering projects comply with these requirements.
- Perform Hazard analysis and create safety documentation, including Job Safety Analysis (JSA) and Process Hazard Analysis (PHA), to identify and address potential risks.
- Develop and deliver training programs for Engineering and contractors' teams on safety procedures, equipment operations, and emergency response.
- Promote Safety culture in all the construction sites.
- Investigate Accidents, incidents, and near misses to determine root causes and recommend corrective actions.
- Implement changes to prevent recurrence improve overall safety performance.

**5. Chairing and minuting regular meetings with contractors.**

- Chair and take minutes for regular HSE meetings with contractors should it be deemed necessary.

**6. Compile all HSE records**

- Compile all HSE documentation in Master Folders in hard copy and scanned into web based share drives

**7. Project Implementation Follow-up**

- Report in regular project coordination meetings with project team
- Ensure budget utilization and physical target achievements are monitored and maintained where possible as per HSE work plan
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- Raise early with the Project Management team any risk items which could affect project delivery. Ideally also propose mitigation strategies.

**8. Administration and Operational Management of Project Implementation**

**7.1. Finance**

- Forecast monthly cash requirements in the HSE department of the project and submit to Infra PM

**7.2. Logistics**

- Send accurate and precise order forms in a timely manner
- Ensure a proper management and use of the project assets and stocks

**7.3. Administration/HR**

- Contribute to a positive working environment and good team dynamics
- Initiate team building and culture building initiatives for the ACTED project and if viewed as beneficial inclusive of Contractors.

**7.4. Transparency**

- Ensure project records and documents are adequately prepared, compiled and filed according to ACTED procedures
- Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

**7.5. Security**

- Ensure that security issues as they arise are reported to Line Management
- Ensure security guidelines are followed.

**9. External Relations**

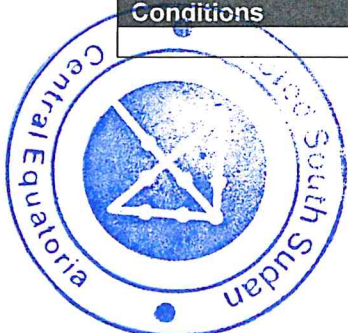
- Ensure that contact with beneficiaries and community or Government stakeholders is conducted in a sensitive and respectful manner.
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**10. Reporting**

- Provide regular and timely updates on progress and challenges to supervisors and other team members
- Draft (internal) narrative reports and contribute to the development of reports
- Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided.

**Required qualifications and technical expertise**

- Post Holder must have Bachelor of Science in Health and Safety Management, engineering or relevant Field is preferred.
- He/she must have advance knowledge in Construction Health Safety and Environment
- **3 - 5 years** of experience in project implementation and construction, majority in the large construction with application of **HSE** approaches, preferably in a humanitarian context
- Strong experience in Environmental, Social Management Implementation, construction supervision and contractors' management.
- Willingness to travel to different districts and governorates.
- Highly competent in MS Office (Word, Excel & PowerPoint)
- A willingness to learn quickly, ask questions, and improve on his/her skills
- Excellent communication, diplomatic and motivational skills with program staff, beneficiaries and other stakeholders in the area
- S/he is committed to honesty and clarity, and expects the same from cash for work staff
- Strong attention to detail, and ability to prioritize and problem solve in a fast moving, multi-site environment
- Demonstrate flexibility to work on unusual hours and cope with the pressure from emergency activities
- Strong English is required with proficiency and local languages preferred

**Conditions**



**How to apply**

Applications must be submitted in *English*, attached with a CV, a cover letter and three references.

And please clearly indicate the position you are applying for, on the subjects and on the envelope for hand delivery to acted Maridi Office.

Only shortlisted candidates will be contacted for interviews. Do not attach Original certificate. Acted will not return application document to applicants.

Please send your application until the *20/May/2024* by 430pm to the following addresses:

- by e-mail: [khamisa.rose@acted.org](mailto:khamisa.rose@acted.org)
- [CCC zamora.omy@acted.org](mailto:CCCzamora.omy@acted.org)
- Hard copies will be drop to acted Maridi Office only.

For any further information, please contact ACTED [maridi.adminoff@acted.org](mailto:maridi.adminoff@acted.org) mentioning the reference offer.

