

50-H-3
Approved by
Inspector of Labour
06/02/23
MUSA



Vacancy announcement!

Position: Assistant Safety Advisors

Reports to: Safety Advisors

Number: 07 Positions

Duty Station: Juba, Yambio, Wau, Rumbek, Bentiu, Malakal, Bor, with possible travel to other parts of South Sudan. Each of these positions is locally based - so the ideal candidate should be from such location.

Note: when applying, specify the location you are applying for

Start Date: April 2023

INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.

Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international non-governmental organisation that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations and training.

INSO provides daily support to more than 1,000 NGOs operating in 16 of the world's most insecure countries.

INSO is headquartered in The Hague, Netherlands- the international city of peace and justice.

INSO South Sudan Country Office

INSO South Sudan launched operations in 2018 and currently assists approximately 278 international and national NGO partners. Specifically, the programme provides the NGO community with tailored safety support through three main services: Capacity Building (provision of training to humanitarian workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support during crisis and critical incident management). We cover all ten states and three administrative areas in South Sudan with a country office in Juba and field offices in Yambio, Wau, Rumbek, Bentiu, Malakal and Bor.

Working with INSO South Sudan offers you the chance to be part of a dynamic and growing program alongside a diverse team.

Main Responsibilities of the Position

- With the regional team, build relations and engage with UN actors, NGO partners, local authorities, and local communities to understand community perceptions.
- Primarily in their areas of responsibility (though in coordination with staffing needs), collate, validate, and summarise safety and security information in a concise and actionable format.

- Together with the Deputy Safety Advisor (DSA) in their areas of coverage proactively ensure daily liaison with field monitors and submit Requests for Information to deadlines.
- Under the direction of the Safety Advisor (SA), assist in the process of preparing relevant reports, area assessments, and other INSO products.
- Assist the Safety Advisor (SA) in visualising and analysing data by using charts and mapping tools.
- Help to enhance information collection capacity in the region.
- Develop own network or local contacts.
- In coordination with the regional team, ensure close monitoring of field monitors (planning, field visits, raises, follow-up, performance, etc.).
- Act at short notice with due regard to developing events.
- Ensure strict compliance with INSO HR, financial and logistics procedures.

Qualification and Experience

Knowledge, Skills and Experience

- Fluency in English both written and spoken.
- A Bachelor's degree in Journalism, Communications, Security Management, Humanitarian Safety, or any other diploma or practical experience.
- Knowledge of context in the region of assignment.
- Ability to periodically travel to other destinations in the region and beyond.
- Experience in the humanitarian, and/or risk management and/or humanitarian access sectors.
- A good understanding of NGO approaches to security.
- A proven ability to develop and maintain working relationships with partners.
- Excellent computer skills including strong typing skills and knowledge of Windows, Office, SharePoint, and mapping software/applications.

Nice to Have

- Skills in context and humanitarian access analysis.
- Acceptance and understanding of humanitarian principles.

Personal Attributes

- Confidentiality, integrity, and a sense of conflict-of-interest prevention.
- Self-motivation, courtesy, and humility.
- Team spirit and good management of interpersonal relationships.
- Know how to plan and organize your work.
- Be flexible, dynamic, know how to propose initiatives.
- Be able to work under pressure.
- Effective communicator.
- Capacity to work in multicultural environments.
- Analytical mindset.

Key Personal Competencies

- Strong Communication, interpersonal and coordination skills.
- Attention to details.
- Ability to work under pressure.
- Ability to work in a multi-cultural environment.
- Capacity to plan and manage your own time effectively.
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.



- Flexibility with respect to working hours and tasks.
- Teamwork



Languages

- English (working language): fluent, both speaking and writing.
- Fluency in any other two South Sudanese languages is an added advantage.

INSO's Safeguarding Policy

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process.

How to Apply

Interested applicants are requested to send their applications to, jobs@ssd.ngosafety.org, by **24 February 2023, 16:00 hours** local time. The subject of your email should read, "INSO Assistant Safety Advisor, (put duty station here)" in the subject line of your email and if you are submitting hardcopy application, the same subject line should be on your sealed envelope.

Note: application not mentioning the specific duty station in the email subject line or on the envelope in the cover letter, will be rejected.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office at Thongpiny, off Airport Road, near Kilimanjaro Apartments, Plot No.479 Block 3k-South, clearly indicating "INSO ASA (put duty station)" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective gender. INSO as an Equal Opportunity Employer.

Please no unsolicited emails or phone calls.

On behalf of International NGO Safety Organisation (INSO)
Fabrice Lunda
Operations Manager

