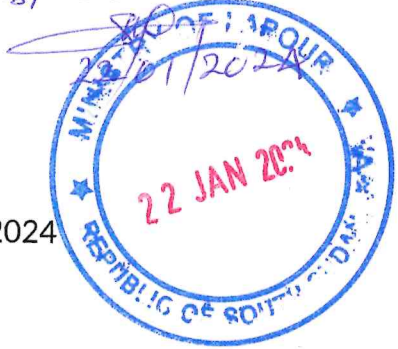


50.H-3  
Approved by  
Inspector of Labour



**Save the Children**

22 January 2024

### Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

**Job Title: Area Humanitarian Access and Safety Manager (National Position)**

**Location: Bor**

**Reports to: Area-1 Manager, with a technical dotted line with Director of Humanitarian Access & Safety**

**Contract Period: 1 Year with possibility of Extensions based on Performance**

#### CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

#### ROLE PURPOSE:

MEAL officer is crucial for the implementation of the projects with ensuring quality, accountability and learning experience that will continuously contribute to the overall successful implementation of each project that targets Children affected by crisis, the role is to execute MEAL system in all programme interventions in designated areas.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

#### SCOPE OF ROLE:

**Reports to: Area-1 Manager, with a technical dotted line with Director of Humanitarian Access & Safety**

**Dimensions:**



**Number of direct reports: None**

**Role Dimensions** Manage respective Area and Field level security in a complex operating environment with multilevel stakeholder engagements, dealing with bureaucracies and high level of logistic challenges; Assist Country Office management in decision making.

**KEY AREAS OF ACCOUNTABILITY : A. Monitoring:**

**1. Safety and Security Management**

- Assist Area and Field offices on implementing all policies, procedures, guidelines and planning for staff safety, operational security and program continuity.
- Review and update the Field Office Security Management Plans, SOPs and guidelines on a half yearly basis or upon significant change in the operating context;
- Implement standard operating procedures (MOSS) and contingency plans by working with respective Field Managers and Security Focal Points (SFPs);
- Evaluate, review and update the hibernation, relocation and evacuation plans for all field offices, and ensure that the practical preparations are in place and known to all staff involved;
- Ensure that accurate, up-to-date security/communications information is available in appropriate local language(s) to all staff in respective field locations;
- Timely identify and manage safety and security incidents in all respective field locations, pertaining to all SCI staff and assets;
- Coordinate the management of security incidents in fields, while engage Area Manager and Juba level CIMT members;

**2. Humanitarian Access**

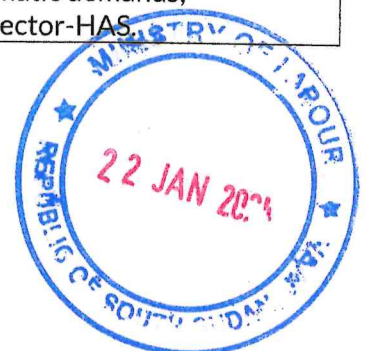
- Analyze the trends of program operational access constraints across respective operational area and engage relevant internal and external stakeholders for timely adaptations and mitigations,
- Regularly analyse access context, feed into scenario mapping, risk and mitigation plans;
- Work closely with the Director-HAS, Area Manager and the Field Managers to ensure access strategies aligned with SCI red lines and prioritisation;
- Maintain a high level of preparedness vis-a-vis predicted contextual fluctuations operationally and programmatically;
- Represent SCI in key external access coordination meetings especially at field level led by UNOCHA, NGO Forum, INSO, PLSO etc, feeding into these meetings in a transparent and sensitive manner, and flagging key issues to relevant stakeholders in a timely manner,
- Lead regular discussions with strategic international and national partners on access issues,

**3. Learning, Training and Capacity Strengthening**

- Ensure the requirements of the GSS & CO Humanitarian Access & Security Capacity Development Strategy are implemented adequately and in a timely manner in field locations;
- In consultation with the Director-HAS and HR L&D responsible, design and implement Safety Security Learning and Development programs to all staff based in field locations;
- Support partner organizations in coordination with the partnership team by providing advice and including them capacity strengthening initiatives.

**4. Monitoring, Reporting & Analysis**

- Constantly monitor available sources to collect, compile and report information including incidents and trends pertinent to humanitarian access and security;
- Prepare and disseminate regular updates to the field level ESLT members;
- Provide timely area-based access analysis based on PDQ and programmatic demands;
- Compile and submit Daily Country Security Situation Report to the Director-HAS.





- Support the Director-HAS, Area and Field Managers in analyzing the latest developments in operational locations and how these are likely to impact SCI in-country operation

### . BEHAVIOURS (Values in Practice)

#### Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- holds the stakeholders accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences upon unachieved results.

#### Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale.

#### Collaboration:

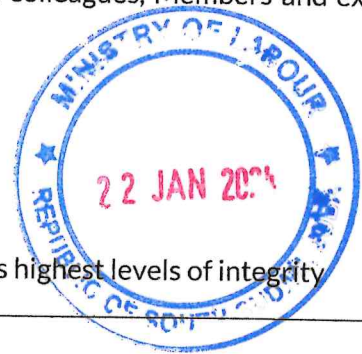
- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- approachable, good listener, easy to talk to.

#### Creativity:

- develops and encourages new and innovative solutions
- willing to take disciplined risks

#### Integrity:

honest, encourages openness and transparency; demonstrates highest levels of integrity



### QUALIFICATIONS

- Relevant Bachelor's Degree. A Masters degree in a relevant field will be an added advantage
  - Minimum 5 years of work experience, with an UN/INGO agency in security management
  - Previous experience in Security Manager role will be an added advantage
  - Certified qualification in safety and security training skills will be an added advantage
- Experience in negotiation skill, representation, report writing

### EXPERIENCE AND SKILLS

#### Essential

- Proven experience in context/security analysis and advising humanitarian agencies.
- Experience in developing and updating SOPs, contingency plans and other risk assessment and management documents and tools.
- Proven experience in incident/crisis management.
- Experience in conducting safety security training for both international and national staff,
- Fluent in English & Juba Arabic. Additional local language will be an added advantage.
- Strong interpersonal, communication, and networking skills.
- Ability to provide conflict analysis (written).
- Proven ability to prioritize tasks and meet deadlines under pressure.
- Must be computer literate, able to use MS Word, Excell, Power Point, Google Earth etc.
- Previous experience in crisis management and be able to motivate and guide team members.
- Flexible to be based in field locations and travel at short notice to difficult and risky areas.



- Proven ability to work effectively with minimal supervision and capable to generate outputs.
- Experience working in field locations is a strong advantage.
- Commitment to SCI Child Safeguarding policy

#### Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to be in acting role of the Director of Humanitarian Access & Safety during his absence

#### Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

#### Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

#### Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

#### Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

#### Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://scicareers.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support

**Deadline for submitting applications: 8<sup>TH</sup> Feb, 2024.**

**Cc: [MoJobadvert@gmail.com](mailto:MoJobadvert@gmail.com); (National Ministry of Labour email Address Juba)**

