



www.plan-international.org
South Sudan, Juba
P.O.BOX, 182, Hai Jerusalem, Juba

50-H-3
Approved by
Inspector of Labour
01/02/2024
MUSA



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERTISEMENT

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years, we have been building powerful partnerships for children and girls, and we are active in over 80 countries. Plan International has been working in South Sudan since 2009 and in close collaboration with the key stakeholders at all levels to bring positive and sustainable changes in the lives of children and girls of South Sudan.

In order to enhance its response program, Plan South Sudan is seeking to recruit a qualified South Sudanese for the position of **"Safety and Access Officer – Based in Juba"**

No. of Vacancies (1) One

Job Title:	Safety and Access Officer
Grade:	13
Tenure:	12months
Department	Safety and Access Department
Reports to	Safety and Access Coordinator
Locations	Country Office-Juba,

Purpose of the Role

The Safety and Access officer will be in the Safety and Access department as a part a team committed to provide reliable and compliant support to program activities in order to achieve efficient service to program beneficiaries.

The Safety and Access Officer will be responsible for ensuring that appropriate measures and guidelines are in place towards the safety and security of Plan International staffs, assets and program in Juba the role will involve conducting of clearance from the relevant government authorities RRC and other related ministries, ensuring compliance to safety policies and procedures are being adhered to, managing the radio room and monitoring of the fleet.

Roles and Responsibilities

- Monitoring of all Plan International vehicles in Juba office and all other field operations by use of tracking system.

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"



- Serving as the focal point for collection of information, analysis and timely dissemination of the relevant information to safety security and reporting to the relevant authorities.
- Maintaining contingency planning, Hibernations kits and medical evacuation, relocation and evacuation of a staff member procedures in relation to the SOPs.
- Oversight the operations safety and security issues through coordination with the team lead in each field location.
- Monitoring and tracking of the fleet movement and security general situations with practical and adequate action to enable the project implementation process. By liaison with other partners operating in the same context.
- Conducting a routine and physical assessment of office premises and ensure that the firefighting equipment are up to date, compliance to safety and security procedures and recommendations are follow-up and implemented accordingly.
- Responsible to raise purchase requisitions for the safety and security equipment e.g. sexual assault kits, first aid kits, trauma kits, hibernations kits, fire extinguishers and other applicable hygiene kits.
- Together with the safety and Access coordinator, program managers identifying and facilitating training to staffs the safety security, personal safety, basic first aid, communication, fire safety, field movement plaining and defensive driving for the case of the drivers.
- Providing safety and security briefing to the newly/visiting staffs' members and the teams/individuals traveling to field locations.
- Training the newly staff on the communications equipment e.g. thurayas, codan radio and motorolas.
- Communicating and updating of safety and security incidents database and reporting to the safety and security management and to the country director in case of critical incidents.
- Developing the telephone tree containing useful contact and information on security related information and support when needed.
- Maintaining the safety reporting communications standard and policies of the organization.
- Attending the NGO Forum weekly security meetings and sharing the information with the staffs and management and ensuring the sensitivity of the information.
- Keeping of the safety feature up to date in every vehicle having first aid kits including fire safety equipment.

Safeguarding Commitment.

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”



- The post holder must be able to manage good relationships with different parts of the organizations, including conflicting priorities and ad hoc request at times, in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to stay on top of a variety of works and make clear prioritizations and be creative in making use of internal and external resources (people/funding)

Communications and Working Relationships:

Internal:

- Safety and Access Department Staff
- Safety and Access focal person in the field location
- Supply Chain Staff
- All other staff in Plan Country Office

External:

- Relevant authorities
- Other partners

Knowledge, Skills, Behaviors and Experiences required to achieve role's objectives:

Education/Knowledge

- Minimum of Diploma in security management is required
- 3 - 4 years of working experience in security Management for an international organization,
- Experience in managing Radio Room for an International Organization Operation.
- Minimum 1- year deep field experience as security focal point/manager
- Proven experience using a range **IF communication measures** to update manager of evolving security situations.

Skills

- Flexible, team player calm under pressure
- Excellent communication/negotiation skills.
- Willingness to travel to the field with minimal notices.
- Fluency in English, Juba Arabic and at least one other South Sudanese language.
- Proficient in Microsoft office package.

Plan International's Values in Practice

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.



Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"

- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment and Demands:

- Typical office & outdoors - Some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, confined spaces
- Willing to working in multiple locations in South Sudan and operate in difficult terrain with close adherence to security regulations and protocol as the environment is ever changing and security management is an important responsibility of the post.

Level of Contact with Children:

- High level of contact with children

Inclusion and Diversity.

- Plan International is an equal opportunity employer within the meaning of the relevant UN convention, Equality, diversity and inclusion is at the very heart of everything that Plan International stands for. Qualified Women and people with special needs are strongly encouraged to apply.

Employment of Relatives:

- Plan International South Sudan is an equal opportunity employer. However, it discourages employment of relatives of staff members because of the conflict of interest associated with it. While trying to avoid such cases, applicants are required to declare in writing if they have any relatives working with Plan International South Sudan.

Application Submission Details.

All applications marked on the right-hand corner of the envelop “**Application for the Position of “Safety and Access Officer – Juba”**” should be addressed to:

**The Head of People and Culture
Plan International South Sudan
Hai Jerusalem.**

Application should be submit in hard copies to Plan International Office in **Juba in Hai Jerusalem**, or via **this e-mail address hr.ss@plan-international.org**

The closing date for receipt of applications is before close of business on Tuesday, **20th February 2024.**

Note: Applications submitted are non-returnable

Plan is an equal opportunity employer within the meaning of the relevant UN convention.

Qualified Women are strongly encouraged to apply.



“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”