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Approved by
WLP/S/HRI
05/12/2019
N. [Signature]



CARE South Sudan

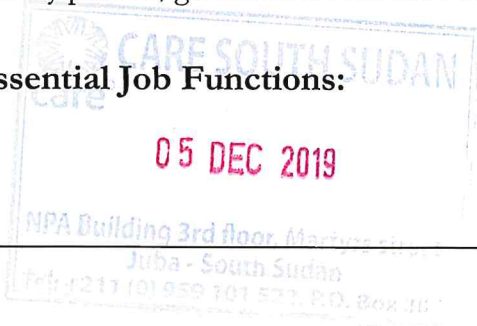
CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty.

Position:	Roving Safety & Security Officer
Department:	Support
Location:	Juba
Reports to:	Safety & Security Manager

Position Summary: Under the direct supervision of CARE South Sudan’s Safety & Security Manager, and working closely with the CARE Country Security Officer, South Sudan sub-office Program Coordinators, the Roving Security Officer will ensure that CARE staff in South Sudan can accomplish project goals in a safe and secure manner. The South Sudan Roving Safety Officer will develop appropriate relationships which will foster the establishment of a safety- and risk-related information-gathering network. Further, he/she will develop a set of policies and procedures manuals that include minimum safety/security guidelines, protocols and safety standards, in coordination with the Safety & Security Manager and Program Coordinators. The individual will work closely with the CARE Safety & Security Manager to ensure adherence to the security standards which will be monitored and reviewed regularly, and updated as necessary given the changing security context. He/She will provide ongoing advice and guidance in relation to such things as establishing curfews where needed, money management policies and practice, dealing with checkpoints, physical security upgrades, and staff preparedness for handling emergencies. He/She will also liaise with sub-contracted security company(s) to ensure smooth and timely provision of guard forces. He/She will play an active role in delivering safety/security trainings to ALL CARE staff across the country.

Reporting: The South Sudan Roving Safety Officer will report directly to the South Sudan Safety & Security Manager, with technical assistance from the South Sudan Country Director in case needed. The South Sudan Roving Safety Officer will communicate regularly with the Program Coordinators, plus designated SSFPs to provide advice and counsel, help solve problems, and facilitate dialogue between all CARE’s in-country Programs and Projects to ensure that at least the minimum standard set of safety and security policies/guidelines are followed to safeguard all CARE’s staff and assets.

Essential Job Functions:



Safety and Security Management:

- Develop and/or update each CARE-South Sudan site Safety and Security Risk Assessments, Contingency Plans (CPs) which includes hibernation, relocation and medical evacuation plans, ensuring that they include a detailed threat assessment, suitable mitigation measures, standard operating procedures (personnel movement & transport, telecommunications, incident reports, etc), physical security, contingency plans, medical plans, evacuation plans, and detail measures to be taken in the event of critical incident, for ALL FIELD OFFICES.
- Ensure adequate dissemination and training on the SSCP to CARE Field Staff, as well as visiting staff, consultants, partners, etc. as required. This includes providing ongoing training and mentoring for all staff on a regular basis, but particularly security focal points, drivers and heads of offices. (Training may include first aid training, firefighting, and other related training as needed.)
- Conduct field office and residential security surveys and recommend physical security measures to the concerned Area Manager, Safety & Security Managers and any designated counterparts.
- Coordinate incident preparedness training, including evacuation, first aid and fire hazard training, for ALL Field staff.
- Conduct regular reviews of safety and security procedures and assist Safety & Security Manager in enhancing standards to meet policies in accordance with CARE's Security Management Plan for the subject location.
- Continue to build links and coordination structures with the NGO SSFPs, UN, local authorities as appropriate, and other key stakeholders and implementers to share, collect and analyze security information.
- Prepare and disseminate weekly security reports as needed. The reports should adequately summarize key incidents, analyze trends, and provide detailed recommendations.
- Support field security focal points and Area Coordinators to review security procedures, ensure up-to-date information is in place and that all security equipment is operational. This includes development and maintenance of security trees, contact information, contingency plans and stores.
- Regularly test and update communication equipment in all field location in coordination with the SSFPs.

General Management and Administration

- Represent CARE whenever needed, and coordinate amongst all actors (state, military, UN, NGO, etc) on all matters pertaining to safety and security, including sharing of relocatable staff numbers, establishment of security contact trees etc.

05 DEC 2019

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Juba - South Sudan

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- Ensure the standards for security are implemented and that all staff understand individual and collective responsibilities for security and safety; ensure that security planning becomes an integral part of day-to-day operations.
- Hold regular security meetings in all CARE program sub-offices in South Sudan, and provide an opportunity for staff to voice security-related concerns.
- Record and report immediately all significant threats to staff and security, and all security and safety incidents to national and regional offices.
- Enable safety and security standards amongst all staff to maintain compliance with agreed upon policies and procedures, including transportation security.
- Advise on site selection for office building(s) and residential accommodation.
- Provide advice and support to Safety & Security Manager, as necessary, for personnel reference and background checks, balance of staff composition (e.g. tribal, gender); problem vendors or disgruntled suppliers; management and administration of security company contract.

Outputs

1. Comprehensive security plans for each designated sub-office established and in use.
2. Trained staff and an institutionalized practice for maintaining and upgrading security knowledge and practice as necessary.
3. Formal Coordination links with other actors (NGOs, UN, etc.) in use.
4. Security reporting procedures used including SIMSon as required.
5. Security systems and procedures for visitors are in use.

Experience

- First Degree preferred
- Minimum of 3 years of experience in professional security related field, including a minimum of 2 years of humanitarian aid experience.
- Demonstrated experience in security analysis including experience in developing security related technical tools guidelines and systems. Knowledge of security measures appropriate to the NGO community in an international setting.
- Experience with assessment, evaluation, analysis and training skills.
- Experience living and working in diverse cultural contexts in a culturally appropriate manner.

Skills

- A team player who is able to support local and international staff and also able to work with vulnerable communities in a sensitive and participatory manner.
- Good written and oral English language communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- High level of integrity, trustworthy with a clear commitment to CARE's core mission and values.

- Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Proven resiliency, flexible and adaptable.
- Demonstrates awareness and sensitivity to gender and diversity. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Demonstrates leadership with good people management skills and supports learning and development amongst colleagues and vulnerable communities. Highly organized even within a fluid working environment and has a capacity for initiative and decision making initiative.
- Ability to teach/train on safety and security measures.
- Strong information management, telecommunication, and computer skills.
- English proficiency required. Juba Arabic is desired. Knowledge of other local language will be considered a quality.

HOW TO APPLY

The position will be based in Juba with frequent field visits. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **5th December, 2019** and Closing date CARE South Sudan receiving application will be **24th December, 2019**.

Applications and CVs should be delivered to: **jobs.southsudan@care.org** or Hand delivery to: **CARE Office NPA Building 3rd floor, Martyrs Street.**

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply

