

## VACANCY ANNOUNCEMENT

**Position** : Assistant Safety Advisor - Wau  
**Reporting** : Deputy Safety Advisor/ Safety Advisor  
**Duty Station** : Wau (with travel to other areas in South Sudan)  
**Closing Date** : 22 January 2021  
**Start Date** : As soon as possible



**INSO does not charge any fee at any stage of the recruitment process (i.e. during the application process, interview meeting or training). INSO is not concerned with information on applicants' bank accounts.**

### Organisation Background

The International NGO Safety Organisation (INSO) is an international charity that supports the safety of 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 services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

Founded in 2011, the International NGO Safety Organisation has grown from innovative start-up to become a globally recognised charity and a highly valued component in the humanitarian safety coordination system. With operations in 14 countries, INSO has revolutionized the humanitarian safety coordination sector by introducing a robust and high-quality field safety platform model that has been deployed in some of the world's most high-risk settings.

The strong focus on humanitarian principles and exclusive NGO-only membership criteria have meant that INSO is now accepted as a standard component of modern humanitarian response offering independent frontline reporting and coordination services that save lives, strengthen operational practice and enable humanitarian access.

Today the organisation provides daily support to more than 1000 NGOs in 14 of the world's most insecure countries and has earned a strong reputation for performance, principles & professionalism.

### INSO South Sudan Country Office

INSO South Sudan started operations in early 2018. It has grown rapidly, registering over 200 local and international NGOs and rolling out a wide range of services, including real time incident tracking, analytical reporting, area and risk assessments, and tailored advice and support. INSO South Sudan has also established itself as a leading training platform for NGOs in South Sudan, delivering over 35 training courses on first aid, risk management, and fire safety to more than 700 NGO staff members.

## Job Summary

The Assistant Safety Advisor will work with the Deputy Safety Advisor and Safety Advisor to fulfill INSO's core mission of helping NGOs understand the context in South Sudan and to mitigate risks. The Assistant Safety Advisor will be involved in information collection and data input, reporting, networking with various stakeholders, among other areas. They will also support the Deputy Safety Advisor and Safety Advisor in the management of a local information network.

The Assistant Safety Advisor will show and demonstrate commitment to the humanitarian principles. They will demonstrate strong computer literacy and have an excellent standard of English both verbally and in writing.

## Main Responsibilities

- Assist in the collection and verification of safety information that relates to the safety of NGO workers operating in the area.
- Manage and update incident databases to ensure that records are accurate and complete.
- Assist the Deputy Safety Advisor and Safety Advisor in the preparation of relevant reports, area assessments, and other INSO products as requested by the humanitarian aid community.
- Assist the Deputy Safety Advisor and Safety Advisor in visualizing data by using charts and mapping tools.
- Work with the Deputy Safety Advisor and Safety Advisor to analyze the operating environment and identify trends.
- Work with the Deputy Safety Advisor and Safety Advisor to identify, hire, and train field monitors for the purposes of ensuring robust and even information collection.
- Support the Deputy Safety Advisor and Safety Advisor to plan trips to meet with stakeholders.
- Support the Deputy Safety Advisor and Safety Advisor to assess regional risks.
- Build relations and engage with UN actors, NGO partners, local authorities and local communities to understand community perceptions.
- Cover the Deputy Safety Advisor roles in their absence.

## Mandatory Requirements

- Bachelor's degree or equivalent certification in one of the following: Journalism, Communications, Conflict Studies, Political Science, History, International Affairs, Security Studies, Criminology or any other relevant fields
- Proficiency in English and one or more local languages with excellent writing skills in both (note: this will be evaluated early in the application process)
- Excellent computer skills and knowledge of Windows and Microsoft Office programs (note: this will be evaluated early in the application process)
- Willingness to be stationed in Juba or be relocated to Wau (depending on programme needs)
- Willingness to frequently travel to other parts of the country.
- Modesty, openness to feedback, and a willingness to learn.
- Strong understanding of the South Sudanese historical context as well as knowledge of Greater Bahr El Ghazal

## Desired Characteristics (applicant should have one or more of these)

- Demonstrated understanding of the humanitarian principles and practices.
- Strong understanding of the South Sudanese historical context as well as knowledge of parts of the Western and Northern Bahr el Ghazal states
- Two or more years of work experience in the related field.
- Understanding of NGO security management practices
- Demonstrated capacity to work with minimal supervision.

## 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.

As such, the following safe recruitment practices will be applied:

- \* All offers of employment will be conditional on receiving at least two satisfactory professional references.
- \* INSO will ask candidates about significant gaps in employment history or frequent changes of employer and address.
- \* All essential qualifications and relevant professional accreditations and memberships will be verified.
- \* The successful candidate will be required to provide a valid proof of identity (passport, ID card).
- \* All new hires will receive an orientation in INSO's Safeguarding policy and procedures and associated documents (Code of Conduct, Whistleblowing etc.).
- \* All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

## Terms and Conditions

Renewable Annual Contract (probation period during the first three months), salary according to INSO salary scale, 21 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.

## How to Apply

Interested applicants are requested to send the following to [jobs@ssd.ngosafety.org](mailto:jobs@ssd.ngosafety.org) by **22 January 2021**, 1700 hours local time, and reference "**INSO Assistant Safety Advisor, Wau**" in the subject line of your email.

- 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 Assistant Safety Advisor, Juba**" 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 of their gender or background. INSO is an Equal Opportunity Employer.



**Fabrice Lunda**  
**Operations Manager**  
**INSO South Sudan**

