



**South Sudan**  
**JOB VACANCY**  
**External/Internal**

**Position Title:** Access and Liaison Assistant (1 position)

**Location:** Maban County, South Sudan

**Duration:** Short term contract, extension depends on availability of fund.

**Reports to:** Sr, Safety and Liaison Officer

**Supervises:** None

**Relocation:** Non-relocatable

**Contract Type:** Fixed term contact

**Vacancy Number:** RI-SSD-HR-2026.03-JB006

**About RI:**

Relief International is an international non-profit organization that partners with communities impacted by conflict, climate change and disaster to save lives, build greater resilience and promote long-term health and wellbeing. People living in fragile settings face complex, interconnected and deep-rooted crises that often tear a hole in the social fabric of communities. When this happens, our teams work closely with community leaders; first focusing on critical health needs, and then, as communities recover, focusing on both health and wellbeing programming that helps reweave the social fabric for greater resilience in the future. Our team of more than 7,000 staff and local volunteers work in 15 countries across Africa, Asia, and the Middle East, providing Health and Nutrition, WASH (Water, Sanitation, and Hygiene), Education and Livelihoods programming that is safe, truly local, conflict sensitive, climate smart, evidence based, and reaches those in need. Relief International is a 60-year-old international NGO alliance that is the product of mergers and alliances between four organizations. Today, Relief International is comprised of Relief International, Inc., Relief International-France, Relief International-UK and Relief International-Europe, all of which are led by a single senior leadership team.

**Position Summary:**

Under supervision of the sr. safety and liaison officer, the access and liaison assistant, support safe access to communities, coordinate with the authorities, and maintain relationships with stakeholders.



16/3/2026

## Key Responsibilities

### Access and Liaison Assistant;

- Conduct assessments of local safety and security situation including modalities of reporting safety information and liaison with the authorities.
- Provide input for the field office security risk assessments (SRA) and also plan implementation plans in accordance with guidance from the Emergency Team Leader
- Responsible for aspects related to communication equipment.... VHF/HF, Sate-phones and provide input to Safety and access Manager for budgeting of the items
- Supervision of local guard force deployed in both the offices and facilities in the out-reach sites and also capacity build their knowledge and skills
- Ensure safety of RI premises; Shall undertake tasks aimed at maximizing safety of RI premises
- Security Awareness; He/she shall keep the Emergency Team Leader aware about any security developing situations that may have a bearing on the RI staff, Assets and operations
- Liaison and Access negotiation; He/she to assist the Emergency Team Leader in negotiating for access and liaising with county authorities.
- Support the Emergency Team Lead and conduct fire evacuation and HRE drills for staff
- Prepare movement trackers and share with the Emergency Team Leader.
- Represent RI in security related meetings in absence of the Emergency Team Lead.
- Vehicle inspection for safety components and make sure all RI and Donor vehicles are safe and in good condition for staff use.
- Any other role as assigned by the Area Manager/immediate supervisor.

### Qualification and Minimum Requirements:

Applicants should;

- Degree/Diploma in social sciences, political science or internal relations.
- At least 1-3 years in humanitarian organizations or liaison work.
- Experience with community leaders will be an added advantage.
- Excellent written and spoken English language skills.

### GENERAL CONDITIONS:

- Applicant must not be a person with bad records or have been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child Abuse cases.

### We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability



**APPLICATION SUBMISSION CRITERIA**

**HOW TO APPLY:**

- Aspiring, potential, and interested applicants should submit copies of non-returnable motivational letter, national ID, CV and copies of academic documents through <https://ri.bamboohr.com/careers/277> . All above mentioned documents should be non-returnable.
- Because this position is urgently needed to be fill, short listing shall be conducted before the deadline/as applications are being received (On rolling basis) and only shortlisted applicants will be contacted within two weeks of closing date.
- This is a national position.
- Deadline: 21<sup>st</sup> March 2026-4:30 pm SSD local time

**Qualified Women are highly encouraged to apply**

