

INTERNATIONAL NGO SAFETY ORGANISATION  
Analysis & Advice for Humanitarians

**Position** : Assistant Safety Advisor - Juba  
**Reporting** : Safety Advisor - Juba  
**Duty Station** : Juba (with travel to other areas in South Sudan)  
**Closing Date** : 28 February 2020  
**Start Date** : As soon as available, pending funding

Approved  
11 FEB 2020  
11/02/2020

**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

Founded in 2011, the International NGO Safety Organisation (INSO) is a Dutch foundation that supports the operations of other NGOs through coordination platforms that improve the safety of aid workers and access to difficult to reach areas. INSO provides registered NGOs with a range of free services including information and analysis on the local context and advice on humanitarian access, as well as training on NGO security management, first aid, and incident management.

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. The organisation has grown from an innovative start-up to become a globally recognized charity and a valuable component of the humanitarian safety coordination system. Today, INSO provides daily support to more than 850 NGOs in fourteen countries and has earned a strong reputation for performance, principles, and 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 – Juba will work with the Safety Advisor to fulfill INSO's core mission of helping NGOs understand the context in the Equatorial states (and other areas of 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 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, including substantive experience using Microsoft Excel, and have an excellent standard of English in writing and verbally.

## Main Responsibilities

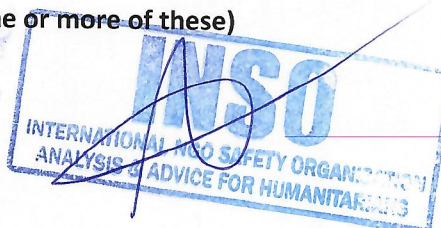
The Assistant Safety Advisor shall support the Safety Advisor to:

- Assist in the collection and verification of safety information that relates to the safety of NGO workers operating in the Equatorial states and elsewhere in South Sudan.
- Manage and update incident databases to ensure records are accurate and complete.
- Work with the Deputy Safety Advisor to manage field monitors for the purposes of ensuring robust information collection.
- Cover the Deputy Safety Advisor role in their absence.
- Work with the Safety Advisor to analyze the operating environment and identify trends.
- Support the Safety Advisor to plan trips to meet with stakeholders.
- Support the Safety Advisor to assess regional risks.
- Assist the Safety Advisor in visualizing data by using charts and mapping tools.
- From time to time, assist the Deputy Safety Advisor in the preparation of reports, area assessments, and other INSO products as requested by the humanitarian aid community.

## Mandatory Requirements

- Bachelor's degree or equivalent certification in one of the following: Journalism, Communications, ICT, Conflict Studies, Political Science, History, International Affairs, Security Studies, Criminology or any other relevant fields.
- Professional working 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 in a written test).
- Excellent computer skills and knowledge of Microsoft Excel, Windows 10, and other Microsoft Office programs (note: this will be evaluated early in the application process in a practical test).
- Willingness to frequently travel from Juba to other areas of the country
- Modesty, respect, openness to feedback, and a willingness to learn. Ability to work well within a diverse team.

**Desired Characteristics (Applicants 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 Equatorial states
- Two or more years of work experience with NGOs
- 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 qualifications, relevant experience and INSO salary grid, 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 **28 February 2020**, 1700 hours local time, and reference "**INSO Assistant Safety Advisor, Juba**" 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 (**3 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

International NGO Safety Organisation



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  
INSO South Sudan Operations Manager



10/08/2020

