



Plan International
South Sudan
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PLAN INTERNATIONAL SOUTH SUDAN

JOB ADVERTISEMENT

Plan International (PI), is an independent global child right organization – without religious, political or governmental affiliation that has been operating in South Sudan since 2006. Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

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 – Malakal”.

No. of Vacancies – One (1) Positions

Job Title:	Safety and Access Officer
Grade:	12
Tenure	6 Months (With Possibility of Extension)
Department	Programs
Reports to	Safety and Access Manager
Location	Malakal



Purpose of the Role:

The Safety and Access Officer will support the Malakal field office on safety, access and security related matters with specific focus on supporting the project implementation team coordinating safe deliver and movement of the project supplies to the end beneficiaries ensuring high quality coordination with project implementation team which is timely, effective and efficient to attain the project and the organizations objective. The Safety and Access Officers will work together with the WFP and other partners on ground to ensure the safety and security of all staffs, assets and programme. The Safety and Access Officer will also be responsible in collection of safety, access and security information analysis and dissemination to the programme teams and ensure all staffs are complaint to all SOPs and other context specific mitigations measure. The Safety and Access Officer will be advising the PIA manager on all matters related to the safety and security of all the staffs, assets and programme in Upper Nile State Malakal to ensure adherence to all the safety and security protocols. Safety and Access Officer will report to PIA Manager with technical support from Safety and Access Manager

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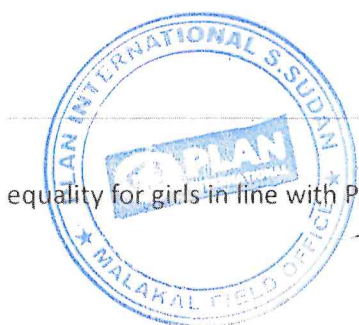
Typical Responsibilities - Key End Results of Position:

Accountabilities and MAIN WORK ACTIVITIES (SAFETY, ACCESS AND SECURITY) 25%

- Monitoring Plan International Vehicles Movement and managing the Radio Room
- Maintaining of Hibernations and First Aid Kits
- Planning and Conducting of FAST Trainings.
- Meeting and Briefing visitors and Inductions.
- Security Risk Assessment

TYPICAL RESPONSIBILITIES - KEY END RESULTS OF POSITION: 30%

- Provide constant liaison with lead government agencies and other stakeholders like RRC, immigration, medical service providers etc
- Provide leadership as the go to person in ensuring health and safety of staff in liaison with service providers
- Provide continuous support to the fleet team which involves both directly and indirectly.
- Check and maintain routine communication with the field teams
- Serve as the focal point for collection, analysis and timely dissemination of relevant and up-to-date safety information. This will include contributing and participation in the regular reporting process;
- Maintain oversight of operational safety issues through coordination with relevant authorities at field office location;
- Reporting on and management of safety incidents to the PIA In the case of critical incidents, Safety Access Manager.
- Responsible for updating of the Safety Management Plans and safety briefing notes for office location on quarterly basis or after the occurrence of a significant incident(s);
- As a member of the Safety Management Team participate in the execution of medical evacuation, hibernation, relocation and evacuation procedures for staff members in line with the applicable policies and SOPs. These policies and SOPs should be kept relevant to the existing context;
- Daily monitoring of the safety situation and prefer practical and adequate action to enable program implementation process. This will include liaison with the SAM in management of safety of staff, operations and organization assets in Juba or any other assigned location;
- Supervise the deployed safety guards at Malakal office and liaise with field office SFPs in ensuring adequate access and physical safety measures are in place and implemented;
- Visit other Plan International field locations and conduct routine physical assessment of the office bases, assess performance of and compliance to safety procedures and recommend and follow up on implementation of corrective measures as and when required;



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- In collaboration with the Safety and Access Manager and Program Implementation Area Managers, identify and facilitate staff training on broader areas of safety – personal safety, basic first aid, fire safety, communication, field movement planning and defensive driving;
- Represent Plan International at the weekly NGO Forum safety meetings and share information with staff and management as deemed appropriate;
- Support in the provision of safety briefing to new staff and visitors travelling to the field;
- Raise Purchase Requests for replenishment / service of safety supplies – First aid kits, trauma kits, fire extinguishers, hibernation kits and applicable hygiene supplies;
- Ensure safety features are in place for each vehicle and location with first aid kit and fire safety equipment;
- Testing, issuing and training on communication equipment;
- Build up a network of useful contacts and informants on safety related information and support;
- Adhere to all safety and communication protocols as advised by SAM and supervisor;
- Adherence to all Plan International safety policies and procedures.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Plan International and to not jeopardize its humanitarian mission in your o
- Oversees the management of vehicles service provision.
- Regular communication is normally with immediate Supervisor but may require a broad range of communication (including Juba and Field) internally.
- Ensure Health and Safety procedures are followed at specific sites.

Monitoring Plan International Vehicles Movement (15%)

- Monitoring of all plan international vehicle and motorboat in Malakal office and all other field operations by use of tracking system.
- Oversight the operations safety and security issues through coordination with the team leader in Malakal.
- Track movement of vehicles in the field mission through well-defined procedures.
- Monitoring and tracking of the fleet movement and security general situation with practical and adequate action to enable the project implementation process.
- By liaison with other partners operating in the same context.

Maintaining of Hibernations and First Aid Kits (15%)

- 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.
- Keeping of the safety feature up to date in every vehicle having first aid kits including fire safety equipment.



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- Allocation of the first aid kits to the staffs on field mission and ensure the kits are return for further allocation to new travellers.
- Maintaining contingency planning, Hibernations kits and medical evacuation, relocation and evacuation of a member procedures in relation to the SOPs.

Dealing with Problems: 10%

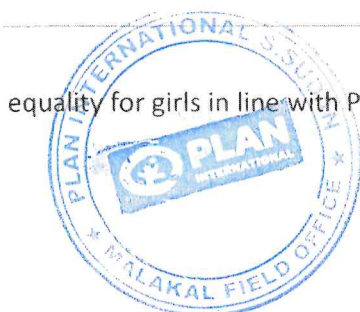
The position involves a high degree of complexity in resolving a wide range of challenges which typically occur in Field program operations like working with the local authorities WFP, UNDSS INSO and Other partners the following capacity is needed;

- Ability to work independently with minimal supervision
- Working effectively in multiple communities and environments
- Operating in remote areas and with vulnerable communities
- Working effectively with other departments for the effective programme deliveries.
- Working in an environment where rapid change might suddenly alter priorities
- Ability to lead the distribution team during General food distribution

Technical Expertise, Knowledge and Skills Required to Achieve Role's Objectives:

Knowledge

- Minimum Diploma level certificate in security studies, criminology and/or other social sciences
- High level of computer literacy (MS Word, Excel, Access, and Power Point) and data management,
- Excellent interpersonal, organizational and written/verbal communication skills, including in cross-cultural settings;
- Able to ride motor bike to reach hard reach areas for supportive supervision.
- Excellent verbal and written communication skills, including high-level interpersonal and representational capabilities; fluency in written and spoken English essential.
- Proven experience and skills as Safety and Access person for more than 3 years
- Excellent and proven network with government agencies
- Proven record in fleet management for minimum 3 years
- Ability to assess and manage safety situations proactively and within the existing organization policy and procedures
- A strong commitment to all health and safety guidelines
- A problem-solving ability
- Resourcefulness and creativity in developing the role safety and safety within the program and ensuring most effective support to line management
- Good planning, coordination and reporting skills with the ability to organize work and achieve desired outcomes



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- Good knowledge and understanding of South Sudan and Malakal context in particular
- Willingness to work and travel in often challenging and at times insecure environments;
- Ability to work in a team setting that has diverse cultures
- Commitment to Plan International values and policies.

Skills

- Specialized knowledge of the application of practical methods, techniques, procedures and systems used in security e.g. Security Risk Assessment (SRA)/Security Risk Analysis (SRA) and Threat Analysis, typically gained through technical training and work experience.
- Broad knowledge and understanding of security logistics, security administration, risk assessment and co-ordination with local authorities and local law enforcement agencies.
- Training and experience in fire and related intervention/evacuation procedures.
- Ability to manage emergency situations and remain calm.
- Attention to detail and constant vigilance in order to promptly detect any breach in security measures.
- Ability to interpret information, use judgement and inform supervisors of any incidents which might impact the Plan's staff and operations.
- Excellent communication skills and maintain frequent correspondence with both, internal staff and external authorities with regards to security advisories and security incidents.
- Willingness to attend security trainings and comply with the Plan's Security Management System (SMS) standards. Fluency in both oral and written communication in the organizational language in use at the duty station and in the duty station's language, if different.

Behaviours

- Receptive and accommodating
- Calm and patient
- Regular and punctual at work, meetings and other official appointments
- Respectful and honest
- Devoted and committed to work
- Aptitude to lead and work in a team
- Organized, methodical and meticulous

Communications and Working Relationships:

Internal:

- Safety and Access Manager – SAM
- Safety and Access Office(s)
- Program Area Implementation Managers /Team Leaders and teams
- Project manager
- Protection officer
- Field Supervisors
- Programme Team



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- Other Plan staff

External:

- WFP team
- Local Authorities
- UNDSS
- INSO
- And Other Partners

Level of contact with children

Medium level: Occasional interaction with Children

Physical Environment

- The position is typical field office environment-based Malakal Field Office locations.

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.
- 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

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- 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

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

Level of Contact with Children:

- Low 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 Guideline:

All applications marked on the right hand corner of the envelope “**Application for the Position of “Safety and Access Officer – Based in Malakal ”**” should be addressed to:

**The Head of People and culture
Plan International South Sudan
Juba, Hai Jerusalem.**

NB: All Applications letters should be hand delivered to plan international Offices in Malakal.

OR You can send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on Friday, 21st February 2025.

Note: Applications submitted are non-returnable.

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