

ROVING SAFETY & SECURITY CO-ORDINATOR
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Location: Juba South Sudan Application Closing Date: 1 st November 2022 Position opened to: Nationals of South Sudan Salary Range & Benefits: To be discussed with successful candidate



MINISTRY OF LABOUR
 13 OCT 2022
 Approved
 by Adams Pecher
 15/10/22

Organizational Context:

The Jesuit Refugee Service (JRS) is a Catholic international humanitarian organization with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and offers a human service to refugees and their communities through a wide range of rehabilitation and relief activities. JRS is currently working in over 50 countries throughout the world.

General purpose of the position

JRS South Sudan with this role will take a new approach to security management in country. The Role of the Roving Safety & Security Co-ordinator within JRS South Sudan is to support and ensure the Senior Management Teams know what to implement and are supported to do it in line with best practices and the local context. The capacity of Security Focal Points at each location will be assessed and developed with a more broad-based culture of safety of security management evolved amongst JRS teams at each location. The JRS Roving Safety & Security Co-ordinator will provide the country team with technical assistance, will systematically review, and follow up implementation of all safety and security related plans and procedures across all JRS locations in South Sudan. The position will concentrate on ensuring that structures and systems for safety and security management are in place and properly utilized and maintained. He/she will mentor, challenge, lead and may raise concerns directly with the Country Director, and thereafter the Regional Director and International Security Advisor where the necessary level of compliance with basic safety and security requirements are not adhered to.

Main responsibilities and tasks – Work with Senior Management Especially Field Representatives (Project Directors) and the Country Director in the following areas: -

Staff/Program and Premises Safety/Security:

- Securing JRS premises and personnel and ensure proper function of monitoring surveillance equipment, inspecting office compound, equipment, and access points and entry gates.
- Ensuring JRS compounds are safe and secure, fences and gates are strong enough and maintained to prevent unauthorized entries.
- Ensuring Security guards are aware of their responsibilities and present 24/7 for effective duty.
- Direct the development of security/safety measurements to limit and mitigate the security/safety risk and damages of JRS premises.
- Monitoring on regular bases and ensure JRS offices are well equipped with fire extinguishers, first aid kits and emergency contact list.
- Monitoring on regular basis and ensure security guards have access to basic security equipment (torch, mobile phone + charger, credit and JRS emergency contact list).
- Ensuring there is safe area for fleet parking, drivers alerted for any evacuation in an immediate notice.
- Conducting Security assessment of JRS new premises before JRS goes with lease contract signatures.
- Identifying an exit route for all operations areas, arrange transportation and safety measurements to evacuate staff from each location in case of need.

- Ensuring monthly safety and security drills are done including fire evacuation, escape to safe rooms and the review/restocking of hibernation kits, grab bags etc. with learnings and shortfalls flagged with SMT in each location in a timely way.

Transport/movement Safety and Security:

- Ensuring all vehicles equipped with updated fire extinguishers, first aid kits and JRS emergency numbers, if not, inform Logistic and HR Dept. to update; that these are serviced, licenced etc in accordance with legal requirements.
- Ensuring all vehicle seat belt are working and staff members are following the safety instructions.
- Monitoring with the Logistics team to support vehicle movement and speed limit of the vehicles in JRS (Country) with the new GPS tracking system.
- Coordinating staff movement in the field

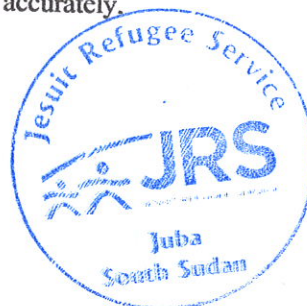
Communication/Reporting:

- Ensuring staff are always updated on security situation in the country by e-mail, SMS, team meetings or other existed communication system.
- Communication is the main pillar of security; ensuring always to maintain a solid communication with staff, security organization and other stakeholders at (location) and value any information, even based on rumours and pass to direct supervisor.
- Ensuring that communication tools and equipment are functioning well and in working condition and properly documented (i.e., asset register/transfer lists)
- Ensuring VHF Radio, Thuraya SAT phone and mobile phone are available, fully charged.
- Ensuring there is a 2nd or even 3rd means of communication, thus ensure Thuraya SAT phone are available and functioning for emergency communication.
- Coordinating with Local NGO security organizations in country, attending the relevant Security meetings.
- Updating Country Director systematically on Security situation in the field and making recommendations on actions needed.
- Providing meeting minutes, briefings to all senior managers.
- Ensuring JRS Country visitors and new staff are provided with an induction on security and with regular security briefings and updates and ensure that all staff follow security procedures.
- Ensuring that JRS's security management plans are relevant and constantly updated as appropriate and that all staff know their roles and responsibilities.
- Writing, disseminate, and follow-up on regular security management reports with situational analysis and recommendations as necessary
- Lead the development of action plans to follow up on security enhancement recommendations and systematically follow up with the SMT.

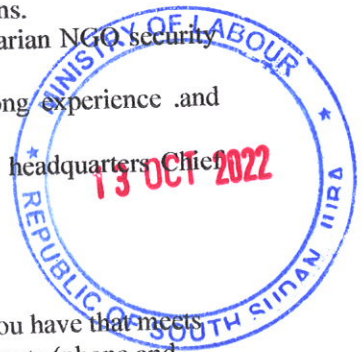
Capacity building:

- Identifying with support of HR department Security and Safety training for staff (both National and international)
- Ensuring all staff are aware of JRS Country Security Plan, Country Security context and JRS security Operation procedures (SOPs).
- A Collaborative Manager able to inspire a shared vision of security with your country teams. Ability to help focal points and management teams in learning, growing, and thriving in their resilience to safety and security issues.
- Gather relevant information from contacts and counterparts in external agencies (UN, government offices, police) and internal sources (other staff, radio, foreign embassies) on security situation for daily operations and advise the Country Director on daily decisions related to staff movements and precautions. The candidate should be able to gather information on emerging events and trends quickly and accurately.

Expected Candidate Profile:



- The ideal candidate should be a self-starter, with strong attention to detail, strong analytical capacity, the ability to identify and follow up on priority issues and get things done practically and pragmatically first time.
- The ideal candidate should be university graduated in relevant field, with a minimum of 5 years of experience working as a Security Manager in a humanitarian/recovery context.
- Should have Expertise in responding to security incidents, establishing security policy procedures, conducting security assessments, and documented results related to the position's responsibilities.
- Should demonstrably understanding of humanitarian safety practices and principles and their application.
- Should demonstrate strong experience, based on evidence, of humanitarian negotiation (with national authorities, local authorities, non- state actors, military forces) and humanitarian access in complex emergencies.
- Should be willing and ready to support the field team in designing and implementing an "acceptance strategy" especially for hard-to-reach and remote field locations.
- Should be able to clearly demonstrate previous experience with humanitarian NGO security and/or project management.
- This position is open to national and international staff with very strong experience and qualifications.
- Able to Identify and communicate trends and to keep JRS country and headquarters Chief Security Officer informed about country threats and support needs.



Submission Requirements

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Please note that only official email addresses for referees will be accepted. Kindly send the application to: sds.recruit@jrs.net or hand delivery to JRS-Juba, South Sudan office in Tomping next to India Embassy by **5:00pm** closing date **1st November 2022**. The subject of the email should be 'Roving Safety and Security Coordinator'

PLEASE NOTE: The recruitment process will include a scenario based written exam and panel interview for shortlisted candidates, **due to urgent need to fill this vacant position, we will be reviewing the application as we receive, and female candidates are highly encouraged to apply.** Only candidates who apply by the deadline and who can demonstrate experience of overall safety & Security management processes should apply and only short-listed candidates will be contacted.

Commitment to Child Safeguarding:

JRS is committed to the safeguarding of children (under 18 years) who come into contact with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS South Sudan Policies and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

