



## External Advert

Oxfam is a global movement of people working together to end the injustice of poverty.

That means we tackle the inequality that keeps people poor. Together we save, protect and rebuild lives. When disaster strikes, we help people build better lives for themselves, and for others. We take on issues like saving lives, governance and peace building, education, land rights and discrimination against women. And we won't stop until every person on the planet can enjoy life free from poverty.

We are an international confederation of 19 organizations (affiliates) working together with partners and local communities in the areas of humanitarian, development and campaigning, in more than 90 countries.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#)

## **The Role**

Oxfam has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via seven area field offices in South Sudan. (It also works in partnership with several national organisations and community groups.

**Position: Safety & Security Assistant**  
**Reports to: Safety & Security Access Officer**  
**Location: Lankien**  
**Grade & Level: E1 National**  
**Contract Type: Fixed Term**  
**Number of post: 1**  
**Duration of Contract: (06) Months**

## **KEY Essential**

### **Security/Safety Duties:**

- Assist in updating and briefing staff on security situation in Oxfam/WFP operation sites.
- Assist in providing security briefings as part of induction for new staff and visitors.
- Assist in monitoring all communications from the field related to security incidents and planning and provide timely feedback to the Safety & Security/Access Officer.

- Deploy with WFP teams to locations and manage safety & security/access directly under the supervision and guidance of the Safety & Security/Access Officer.
- Assist in identifying, creating and maintaining a network with security counter parts.
- Assist in preventing losses and damage by reporting irregularities; informing violators of policy and procedures.
- Assist in observing staff movement, communication with Radio Room/Logistics and provide direct support when required.
- Assist in maintaining effective communication to report and record observations, information, and occurrences.
- Assist in maintaining strong security/safety posture by monitoring and setting premise and equipment controls.
- Assist in ensuring operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; coordinate with logistic and calling for repairs; evaluating new equipment/replacements.
- Assist in safety and security/access management of ware houses.
- Any other tasks/duties assigned by the Country Security Advisor/Safety & Security/Access Officer.

## **Skills, Experience & Knowledge**

### **Essential**

- At least one years' experience in the field of safety and security, preferably with an INGO/NGO.
- Proven ability to produce timely written and verbal situation reports of incidents.
- Strong ability to manage information, sound judgment, diplomatic tact and mature professionalism.
- Ability to work creatively and independently both in the field and in the office.
- Able to work in a team and/or independently with minimum supervision, excellent interpersonal skills.
- Highly motivated and with a desire to work with staff members from diverse cultural backgrounds.
- Ability to follow deadlines and respect line management.
- Ability to travel and work in difficult conditions and under pressure.

**Education: Under Grad/Graduate in the field of administration/security management and/or relevant experience.**

**Language preference: English and Arabic, local language is an added advantage.**

**Deadline for submission of applications is 05 February 2021. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or submit hard copies of their CVS to our Lankien Office.**

NB: This position is open to South Sudanese Only and Female candidates are strongly encouraged to apply.

*Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.*

**Note:** All offers of employment will be subject to satisfactory references and may be subject to appropriate screening checks, which can include criminal records and terrorism finance checks.

