

EXTERNAL JOB OPENING

War Child Holland is a Dutch Charity International Non-Governmental Organization founded on October 9, 1995 and is registered at the Amsterdam chambers of commerce in the Netherlands. Charity number: 41215393, War Child in South Sudan is registered with the Ministry of Legal Affairs and the South Sudan Relief and Rehabilitation Commission. War Child Holland strives for the healthy mental development of children who have lived through war and conflicts. This will enable them to contribute to a peaceful future. War Child specializes in providing psycho-social assistance to children in former war zones, using all kinds of creative methods. The organization has projects in Juba, Bor, Nimule, Bentiu and Malakal

Job opening	Security and Operations Manager
Position open for:	South Sudanese Nationals only
Advertisement date:	19 th August, 2019
Desired start date:	September, 2019
Duty Station:	Juba
Position reports hierarchically and functionally to	Country Director
Grade	G1
# needed	01
Duration of contract	12 months with possibility of extension dependent on funding and performance
Closing date:	5 th September, 2019



General Purpose

- The Security and Operations Manager is responsible for all Security, Logistics and Human Resources functions of War Child Holland in South Sudan. The position provides technical support and guidance to the Country Management Team and leads on all matters relating to Security, Logistics and Human Resources on the country Programmes.

Position in the organization

- The Security and Operations Manager is a member of the Country Management Team and is accountable to the Country Director, both hierarchically and functionally
- Provides advice on security matters to the Country Director and Programme Locations Leads.
- Supervises all staff in the operations department including HR, ICT and Logs officers, Drivers and admin staff.

Specific Job Description/Key Responsibilities

- 1. Procurement & Stock Management**
 - Establish a rigorous, accountable and transparent procurement system in strict compliance with WCH's Procurement policy, local law and donor requirements
 - Undertake regular market studies, set up and regularly maintain a database of local suppliers, including track records of past performance
 - Assist in establishing and implementing procurement plans with all Project Managers
 - Enforce a zero-tolerance policy regarding corruption and ensure adherence to WCH Code of Conduct and Ethical Procurement Guidelines
 - Assume overall responsibility for all WCH warehouses and stocks through the oversight and monitoring of effective stock management systems;
 - Identify and equip warehouses for the safe and secure storage of WCH supplies
 - Ensure regular inventories and spot checks are conducted
 - Produce stock movement reports according to the WCH Operations Manual
- 2. Fleet Management**
 - Ensure all WCH vehicles are regularly serviced and maintained when due.
 - Oversee the allocation and daily availability of vehicles
 - Ensure proper recording on fleet management (e.g. log books, fuel consumption etc.) according to WCH Operations Manual

- Analyze and monitor vehicle usage and running costs to maximize efficiency, prevent fraud and ensure timely program implementation
- Supervise drivers and ensure adherence to transport and relevant safety standards in compliance with WCH's Country Security Management Plan
- Ensure a proper level of preparation before movement on the field, ensure transportation means are adapted, and set movement rules which are adapted to the local
- Ensure operational follow-up of movements.

3. Asset Management

- Ensuring all assets are tagged and listed in the asset management list at the time of procurement with an asset file created for them and that a regular monitoring system is in place
- Organize the installation of heavy equipment and assets and train staff on their operation & maintenance
- Ensure the implementation of regular asset verification jointly with Finance team at every three months
- Ensure systematic process of delivering items from the capital/suppliers to field locations, ensuring full control of movement and receipt of items
- Ensure administrative and custom requirements are adhered to
- Ensure proper quality control at expedition and delivery points
- Identify reliable companies for the transportation of stock and ensure their adherence to WCH Ethical Procurement Guidelines

4. Security Management

- Draft and regularly update the Country Security Plan (CSP) for validation by the Country Director and endorsement by HQ
- Draft Standard Operating Procedures (SOPs) adapted to the local context
- Draft regularly, update and ensure preparedness (check contingency kits, first aid kits etc.) to evacuation and contingency plans in capital and support Project Coordinators/ Field locations Managers in developing contingencies
- Fill in and regularly update the Risk Analysis Matrix (threat, likelihood, impact, level of vulnerability, level of risk)
- Set up and control the implementation of mitigation measures and security rules according to the local context and ensure compliance with Minimum Operating Security Standards (MOSS)
- Carry out security assessments of new WCH facilities, ensure a standard level of facilities protection, and supervise guards.
- Produce real-time incidents reports within 48Hours after incident.
- Attend security coordination meetings and update Country Director and HQ on current security issues
- Use the existing security network, develop it and propose an efficient alert system
- Develop national staff competences and knowledge on safety and security.
- Develop the information's collection and sharing having a collective approach to safety and security

5. Management of Staff

- Manages the logistics team at the country office and provides technical assistance to support staff in the different field locations
- Conducts appraisals and support to staff under his/her direct supervision

6. Information, network & reporting

- Ensure WCH and donor compliance rules and requirements are adhered to
- Responsible for ICT in the country ensuring adherence to the ICT guidelines of WCH
- Ensure timely and accurate logistics document flow to the Finance and Transparency/Compliance departments as per Finance manual
- Assist the HQ and Country office teams in the preparation of external audits
- Prepare regular, timely and accurate logistics reports, monthly, quarterly and annually.
- Prepare and send security situational reports on a monthly basis to the Country Director and HQ Security Department

7. Team leadership

- Ensure taking a proactive lead in the programming and also with staff



8. Human Resource Management

- Ensure coordination of the HR Functions of War Child Holland Country Programme
- Carry out Human Resource Planning and follow

9. Any other duties as and when assigned

Requirements

- **Education Qualifications.**
 - Minimum of Bachelor's degree from a recognized university in a Logistics and Supply Chain Management studies or in a related field.
 - Expertise in security management is an added advantage.
 - HR Management principles
- **Work Experience**
 - A minimum of 4 years of relevant working experience in Logistics and/or security management, preferably with an (I)NGO and candidates with similar qualifications, experiences or related fields in the Public/Private sector are also encouraged to apply
 - Shown experience in a similar position especially Logistics and Security Management
- **Competencies required**
 - Advanced oral and written skills in English.
 - Intermediate oral skills in Arabic.
 - Social and communicative skills.
 - Planning and organising skills.
 - Strong leadership skills and ability to make decisions.
 - Ability to organize and prioritize work
 - Good sense of following security procedures and experience working in hardship and delicate conditions
 - Demonstrated ability to work in multi-cultural environment and establish harmonious and effective working relationships within and outside the organization
 - Result focused and persistent to reach goals.
 - Team player.
 - Flexible.
 - Good reporting skills
 - Affinity WCH mandate.
 - Commitment to child safety

Commitment to the vision and goals of War Child Holland in South Sudan including adherence to the Child Safety Policy, is essential.

Note: Female candidates with the right expertise are preferred and highly encouraged to apply.

How to apply:

Application letters along with an updated CVs with details of three most recent referees, copies of certificates and National ID addressed to the Human Resource Department and be delivered to **War Child Holland Office-in TongPing, Juba; opposite Turkish Embassy**, you can also drop by email to info.ssdco@warchild.nl . The position "**Security and Operations Manager**" must be clearly indicated in your subject line of email or on the envelope

Please note that any application letter received is not returnable and War Child Holland is not obliged to give feedback/notices to none shortlisted applicants.

