

## JOB OPPORTUNITIES FOR INTERNAL & EXTERNAL

Position Title: **Safety & Security Officer**

Report to: Executive Director

Post (1)

Duty station Leer in Unity State.

Contract Duration Six Months renewable subject to availability of funds and acceptable level performance.

### Background

Mobile Humanitarian Agency is a nonprofit-non-governmental National Organization founded in 2017 and legally registered under Chapter 3, section 10 of the NGOs Act 2016. MHA's primary purpose is to safeguard the rights and well-being of conflict-affected communities through provisions of life-saving emergency assistance. Our protection monitoring in the hard-to-reach areas, ensures people in need have free and unimpeded access to humanitarian assistance. Our approaches were drawn on vast experience in working with existing community-based structures, and we develop practical and tangible actions that reduce people's vulnerability to violence and abuse, and we help them cope with its impact when it occurs. Our field protection work has been building the activities, and projects specifically to improve the safety of civilians through safe programming, which ensures our humanitarian activities do not inadvertently create a greater risk to those we are trying to help. MHA has a static presence in Leer, and Mayiandit counties in Unity State, and in Pigi/Canal in Jonglei State, and we have a dedicated Mobile team covering blind-spot and hard-to-reach locations where is a limited presence of humanitarian partners.

### Scope of work

The post holder serves as the MHA safety and security focal person S/he supports the Project Managers with the safety and security management including but not limited to building acceptance in the communities, monitoring of early warning indicators, contingency planning, preparedness, implementing and constantly reviewing the effectiveness of the approved Safety and Security Management Plan for the field office.





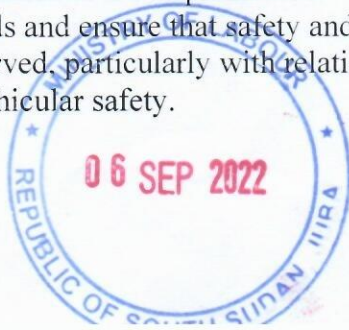
Functions include:

assess and regularly monitor security and safety situations in the field to determine appropriate action; maintain a network for the exchange of reliable information on-the-ground situations. Ensure safety and security standards are observed in the office, vehicles, and project activity sites. Lead in preparedness and execution of contingency safety and security procedures from staff security briefings to evacuation.

Submit incident reports, and manage the day-to-day security including tracking of movements of staff and visitors and providing updated consolidated information to the senior management.

**Job Responsibilities:**

1. In close coordination with the Executive director and project managers, s/he helps to ensure the safety and security of staff and visitors to the area of assignment, program operations are conducted within Safety & Security guidelines, and risks are managed if not reduced or eliminated. Monitor security situations, and threats through coordination with other actors, and determine appropriate security threat levels at all times. Help build and maintain a reliable network for safety & security information within MHA and with other actors, using networks established including United Nations organizations, and international and local non-government organizations.
2. Lead staff in preparedness for and effective execution of Safety & Security Management plans based on security level and authorized instructions. Ensuring protocols and procedures are in place in the event of a security incident.
3. Support in the rolling out and enhanced understanding of these plans amongst all staff including all-staff briefings and individual briefings.
4. Monitoring staff movement includes limiting or restricting movement on location and time, accounting for staff movements, and providing updated overviews of daily movement activities.
5. Maintain an overview of all visitors to the field office, including contact information and residence.
6. Maintain an overview of the residence and whereabouts of all MHA staff, including those traveling between field bases, to head office, and leaving the country.
7. Communications monitoring includes maintaining a communications tree and communications tools such as satellite phones.
8. Check on the suitability of buildings including the office and field-site locations, including health and safety requirements of the office, such as fire extinguishers, first aid kits for both office and vehicles, and emergency exits.
9. Ensure recommendations are implemented.
10. Maintain standards and ensure that safety and security standards and policies are consistently observed, particularly with relation to facilities and designated staff houses and hotels and vehicular safety.





11. vehicle maintenance check, fire extinguishers, first aid kit, and safety protocols for drivers. This will require working closely with the programs and support teams, particularly Logistics and Admin.
12. Situation and Incident Reporting
13. Support the Project managers in the event of a situation/incident including but not limited to near misses, actual or attempted: the threat of or physical attack or assault; theft; vehicle accident; arrest; the threat of harm to staff or property and injury.
14. Support in the collection of information and documentation for incident reports, which are to be submitted to the senior within 24 hours of the incident.
15. Prepare for and execute as needed, various contingency plans as articulated in the approved Safety & Security Management Plan in the context of a humanitarian response project to cover among others
16. Medical emergencies and medical evacuation
17. Vehicular accidents Disaster response.
18. Evacuation
19. Suspension of office operations
20. Arrest and detention of staff.

### **Education and Experience**

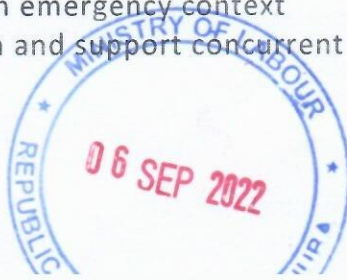
At least a Bachelor's degree or Diploma in Security management, criminology, or Secondary certificate with previous 5 years of experience in implementing and managing safety and security situations for large groups of staff Can work well in highly stressful situations  
Conscientious and thorough when following processes  
Good communicator with excellent written and spoken English  
Computer literate and adept in the use of MS Office software, particularly Excel for the management of trackers and contact lists  
Highly organized, with good attention to detail and developed an ability to prioritize multiple tasks to meet tight deadlines and organize work  
Team player, good at building cross-team relationships  
Previous experience of working for an NGO is desirable

### **Personal Skills**

Good relationship management skills. Ability to relate to people at all levels internally and externally with a strong client-service focus. Strong communication skills with the ability to communicate effectively. Able to maintain confidential information.  
Proactive, resourceful, solutions-oriented, and results-oriented.  
Basic understanding of business analysis concepts and best practices.

### **Minimum Requirements:**

Experience working in an emergency context  
Ability to work in a team and support concurrent projects/assignments.



Excellent oral and written communication skills in English.  
Flexibility and ability to work under pressure and meet deadlines in changing situations  
**Disclaimer Clause:**

This job description is not an exhaustive list of skills, efforts, duties, and responsibilities associated with the position. **MHA recruitment and selection procedures reflect our commitment to protecting PSNs and the vulnerable from abuse and exploitation.**

**“I understand that MHA takes all allegations of abuse and exploitation seriously. Abuse or exploitation of Beneficiaries and children or vulnerable persons is grounds for immediate dismissal.”** Interested candidates should send their cover letters, CV

with three references names, and contact information to [mobilehumanitarianagency@gmail.com](mailto:mobilehumanitarianagency@gmail.com)

by **September 23<sup>rd</sup> 2022**, or hand delivery to MHA Office along Juba Nabari/kololo Road near GOAL head office in Tonpiny residential area, addressed to Admin & Finance Officer.

**Only selected candidates that meet the requirements will be notified.**

NB, Due to urgent need to fill in this position, MHA shall review the applications on rolling basis/before the deadline!!!

