



Job VACANCY ANNUNONCMENT -EXTERNAL

NO.Roving/2020/20/1-N

Job Title: Safety and Access Officer (01 position)
Location: Roving – Longechuk, Nasir, Maiwut and Ulang Counties
Duration: 6 Months with possibility of extension and subject to excellent performance
Reports to: Safety Co-ordinator/Manager
Start Date: ASAP
Eligibility: South Sudanese National Only.

About RI: Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty. Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach — which we call the RI Way—emphasizes local participation, an integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.

General Position summary:

Under the overall supervision of Safety Coordinator/Manager, the Safety Officer is responsible for aspects of safety management, local guard force management, crises readiness and preparation at the duty station. The incumbent assists the Security Coordinator/Manager in the execution of his responsibilities and also to ensure the safety of RI staff members, assets and operations in his area of responsibility. The position is roving in Longechuk, Nassir, Maiwut and Ulang Counties where RI has it field offices.

Key Deliverable of the position holder:

- Conduct assessment of local safety situation including modalities of reporting safety information and liaison with local authorities;
- Provide input for the country/field office level Security Risk Assessments (SRA's) and also prepare and implement safety plan in accordance with guidelines provided by the Country Safety Manager;



- Responsible for aspects related to communication equipment (e.g. Sat Phones, VHF, HF) and provide input to Safety manager for budgeting of the items in country safety budget;
- Supervision of local guard force deployed at the office as well as Hospital and also do capacity building of the local guard force on Bi-Weekly bases. Work with Safety Coordinator/Manager to build local syllabi for guard force capacity building;
- Ensure safety of RI offices. Shall undertake tasks aimed to maximize the safety of RI premises in his/her area of responsibility;
- To keep Security coordinator/Manager updated about any arising situation which has bearing on staff safety, RI assets and to seek support and guidance for appropriate timely measures. In addition, during field deployment keep respective Area Field Manager updated on the overall prevailing safety situation on regular basis;
- To assists in the implementation of RIGGS measures at RI staff accommodations, offices, equipment and other areas. Assists in maintaining Warden Plan for both International and National staff;
- To support in conducting Fire evacuation, Hibernation drills in the office. Work closely with Security Coordinator/Manager to ensure relocation and evacuation measures/system is put in place and that staff are familiar with procedures;
- Prepare staff movement list and send to Safety Coordinator/ Manager on weekly basis;
- Work together with respective Area Field Manager in preparing safety budget for the office and provide input to Security Manager in the preparation of country safety budget;
- Represent RI in safety related meetings as tasked by the Safety Manager; also maintain contacts with safety stake holders on the ground;
- Any other duties assigned by Security Manager DCD Operations and/or Country Director.

Confidentiality

- Ensuring the non-disclosure of any information whatsoever relating to the practices and business of RI acquired in the course of duty, to any other person or organization without authority, except in the normal execution of duty.
- Protect patient and beneficiary information.

Qualifications and Key Requirements

- Diploma/degree in safety and security related courses with formal training in any Humanitarian safety management. Technical training in any Operational or programmatic implementation with humanitarian sector will be an added advantage.
- At least 3 years of general safety and access experience and at least 2 years of experience working in humanitarian organizations.
- Good computer literacy level with expected proficiency in MS Word, Excel, PowerPoint, PDF and Internet.
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever-changing dynamic operational environment
- Excellent written and spoken English and Arabic language skills. Knowledge of Nuer language skills will be an added advantage.
- Strong administrative and organizational skills.
- Ability to coach others and work in a team environment with experience in conducting training.



- Excellent interpersonal skills, cultural awareness and ability to work effectively in an operational environment.
- The capability and willingness to be flexible and accommodating in sometimes difficult and challenging work situations.
- Commitment to and understanding of RI's aims, values and principles.

DESIRABLE

Experience with recognized international NGO will be an added advantage

Policy compliance – Mandatory Reporting Policy (MRP):

- Ensure any violations of the RI Sexual Abuse and Exploitation Code of Conduct are reported to the Program Manager. The reporting of violations is an obligation on the part of all staff members.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of beneficiaries by RI and other humanitarian workers

Note:

- The role of the Safety and access officer cannot be limited to the specific duties and tasks detailed herein. The success of the RI's humanitarian mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, the Safety officer will be required to support in unforeseen issues and circumstances and remain flexible to perform other duties, as and when required by supervisor.

General Condition:

- Applicant must not be a person who has bad record or has been convicted of Sexual Exploitation and Abuse (PSEA), Sexual Harassment and Child abuse.

We would like to share Relief International's values with you:

- We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:
- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability



HOW TO APPLY:

As a measure to prevent spread of Covid 19, interested applicants are advised to submit application letters including updated CV, copy of National ID Card, Academic documents to Relief International via email ONLY to recruitments@ri.org

Unfortunately, all applications submitted hard copies at any of RI office across the country will not be looked at due to Covid 19.

Closing deadline of application submission is: 10th December, 2020 at 5:00 pm.

- And only shortlisted applicants who meets the shortlist criteria will be contacted!
- If you have not been conducted within 3 weeks from date of application submission deadline, know that your application has not been successfully shortlisted. However you are encourage to visit RI website or other websites where advertisements are posted for positions whose requirement match your skills and experience.

