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Approved
24/6/2022



Job description

Job Title:	Safety and Humanitarian Access Advisor
Base:	Juba South Sudan with frequent travel to project sites
Duration:	12 months with possibility of renewal
Salary level:	8
Direct Supervisor:	Head of Mission

1. General description

Diakonie Katastrophenhilfe is a Germany humanitarian Organization Operating in South Sudan for the last two (2) decades supporting victims of Natural Disasters, Wars and explosions through its financial support to Partner Organizations. DKH acts without distinction or Race, Religion or Political Affiliations. All employees of Diakonie MUST adhere to, Respect and undertake to ensure that standards of Diakonie Katastrophenhilfe, The Code of Conduct of the International Red Cross and Red Crescent Movement and those of humanitarian NGOs are applied of the course of their duties.

1.1 Description of the Post.

Diakonie Katastrophenhilfe (DKH) works in South Sudan context of increasing insecurity to provide humanitarian and development assistance to populations in need. The safety and security function within the office has varied over the years, with some responsibilities split between different offices (Regional Office in Nairobi and Juba Office) and roles. Given the increasing need for vigilant and consistent Safety management, a new full-time safety and humanitarian advisor post is required. The Safety and Humanitarian Access advisor will advise the Head of Mission on Safety matters and works closely with the Regional Safety Advisor, who plays a strategic role.; this position will interact regularly with all staff, partners organisations (POs).

The role of this post is to ensure the day-to-day operationalisation of the safety and humanitarian access plan, and to contribute to the duty of care to POs in the Juba office towards its staff. Details of the relevant tasks and responsibilities are detailed in the following section.

2. Specific tasks

2.1. Risk analysis (15%)

- Reporting, monitoring, and analysing general safety incidents/events



- Receive, evaluate and redistribute safety and security (HSS) related information from security networks (INSO, UNDSS, NGO Forum, etc.) and coordinate POs in the areas of operations (AOO) to relevant parties
- Networking and identification/development of security information sources
- Issue security alerts to staff and country management
- Consult and advise Juba Office management on all HSS issues
- Contribute to the regular update of the Security Risk Assessment (SRA) for all AOOs of the joint DKH office in South Sudan and Sudan
- Provide recommendations on the levels of security phases for AOOs to the office management (SOP 1)
- Provide hibernation and relocation instructions to staff according to security phase escalation and management decisions (SOP 1)



2.2 Implementation of the HSS plan and related systems (65%)

- Development of HSS-related policies, guidelines and tools in coordination with Regional Safety Advisor.
- Ensure that high levels of compliance are achieved in all areas of activity
- Ensure that staff, visitors and security service providers comply with the Juba Office HSS plans, procedures, and protocols
- Produce and distribute regular reports on safety compliance, team members' compliance with security standards and recommendations for improvement
- Ensure that emergency information is up to date for the whole team and for key emergency contacts, that guidelines for employees regarding appropriate behaviour are available and known, that the declaration of compliance is achieved for the whole team and any other tasks related to staff behaviour that affect safety
- Ensure that communication systems/devices are functioning and comply with organisational standards
- Manage, test, and keep up to date the communication tree for the Juba Office
- Work with the Fleet Responsible to ensure compliance of vehicle use and mobility
- Immediately inform management of any accident/incident involving driver and vehicle
- Check that the recommended safety equipment (fire extinguishers, towing and connecting cable, first aid kit, tool kit, etc.) is on board each vehicle and report to the supervisor when this is not the case
- Identify and propose no-go zones and enact travel restrictions
- Check security situation in work areas to provide security clearance for drivers and field teams
- Write travel briefings for AOOs and provide pre-deployment security briefings for staff
- Provide information for travel authorisation requests submitted for approval by the





Head of Mission of the Juba Office

- Always record vehicle movements in the register
- Prepare pre-departure information and present arrival and Safety briefings for staff and visitors, and monitor visitor security
- Ensure that physical and site Safety measures, and safety equipment, systems and facilities, including fire safety equipment, are functioning and in accordance with organisational standards
- Monitor NCAs security officer in his duty to supervise office guards
- Monitor and maintain stock levels of emergency supplies and hibernation kits in accordance with the contingency plan
- Support the Head of Mission in organising and facilitating safety training to ensure that staff are "fit for work" in accordance with minimum HSS training requirements (first aid, safe driving, fire and evacuation drills, communication and field equipment, HEAT, safety seminars, etc.)
- Provide training and capacity building for staff members and POs in order to increase the level of technical ability and skills in terms of safety and security as requested by Regional Security Advisor and Head of Mission
- Test emergency systems through exercises/drills and staff training
- Work with finance teams to ensure compliance with cash management standards
- Work with the IT consultant to ensure compliance with standards in physical and virtual protection of IT equipment and data access, etc.
- Contribute to the development/review of contingency plans
- Any other task related to the implementation of the HSS plan for the security of the SSD team requested by the HOM

2.3 Incident management (5%)

- Provide support to the Incident Management Team (IMT) Coordinator and follow his/her instructions.
- Provide the IMT Coordinator with situation updates and safety advice in emergency situations
- Act as the IMT scribe
- Contribute to the investigation and follow-up of incidents

2.4. Representation (5%)

- Represents DKH in HSS-relevant forums and networks, such as INSO, UNDSS in South Sudan
- Actively contribute to a positive and fully compliant safety culture in all programmes of the Juba Office





2.5. Other (5%)

- Brief all newly recruited staff joining the Juba office and new POs on DKH's safety procedures
- Ensure the filing and updating of Safety related documents
- Organise meetings (weekly, monthly, conditional), report and follow up on actions taken and approved at coordination level

2.6 Humanitarian Access management (5 %)

- With POs, develop and implement humanitarian access strategies and approaches tailored to local contexts in field sites in South Sudan
- Work closely with POs to ensure humanitarian access approaches are responsive to local context and include overarching community engagement components.
- Develop ongoing relationships with local authorities within South Sudan.
- Work to encourage POs to collaborate with DKH in ensuring that staff and programs are safe.
- Provide technical input and advice on assessments to consider DKH programming in new geographic locations.
- Liaise with relevant security actors e.g., NGO security staff, security forces, local community stakeholders, local authorities.

3. Qualifications

3.1 Education and experience

- University (bachelor & master) in a relevant field or equivalent
- Minimum 5 years relevant work experience in a security function for an international NGO, international company and/or international organisation in a security function
- Knowledge of NGO systems and approaches desired
- Experience working with a UN agency/NGO and field security experience
- Prior completion of HEAT, HEIST or similar personal security training is preferred

3.2 Skills required

- Knowledge of the South Sudan context
- Fluency in English (written and spoken) and Arabic required, other local languages spoken is an asset



- Demonstrated ability to work effectively in stressful situations
- Computer skills and good proficiency in Microsoft Office applications (MS Word, MS Excel, etc.).
- Experience with Inmarsat, Thuraya, Codan HF radios, Motorola SW radios and GPS tracking systems is asset
- First aid qualification preferred
- Proven leadership skills
- Ability to understand/evaluate and provide recommendations on all standards contained in the HSS framework.
- Ability to understand and apply the safety risk assessment process
- Proven experience in designing and implementing safety training
- Strong negotiation skills and ability to influence others
- Valid driving licence for 4x4 cars required

3.3. Personal qualities required

- High level of personal integrity
- Commitment to fundamental humanitarian principles
- Responsiveness to sometimes urgent needs
- Ability to analyse quickly often complex situations
- Good networking skills
- High level of alertness and stress tolerance; possession of stress management techniques and awareness of the importance of self-care



How to apply

Diakonie Katastrophenhilfe is an equal opportunity employer and does not discriminate on any basis. Qualified Female and other minority candidates will be preferred. This is a national position, therefore only South Sudanese nationals are eligible to apply.

If you are interested in applying for this position please submit your CV, motivation letter and copies of relevant testimonials to recruitment.ken@diakonie-katastrophenhilfe.org and southsudan.office@diakonie-katastrophenhilfe.org or hand deliver to Diakonie Katastrophenhilfe Office at NCA Compound Buluk area, Juba, South Sudan, latest by Sunday, 17th July 2022.

Indicating "Safety and Humanitarian Access Advisor" in the subject line.

Only shortlisted candidates will be contacted.

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