OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**Country Safety & Security Advisor**

Reporting to Country Director

Internal Job Grade **C1 Global**

Contract type **One Year (Fixed Term Contract) with possibility of renewal subject to availability of funds (offer to a successful candidate will be based on the project being signed by the donor)**

Location **Juba, South Sudan**

Staff reporting to this post:

Budget responsibility:

**Oxfam purpose**

Oxfam is a global movement of people who won’t live with the injustice of poverty. Together we save and rebuild lives affected by natural and manmade disasters. We help people build better lives for themselves and their communities. We speak out on the big issues that perpetuate poverty and keep people poor, like inequality, discrimination against women and climate change. Oxfam will continue striving for the jus wors and won’t stop until every person on the planet can live without poverty.

**Job Purpose**

The Country Security Advisor (CSA) is, above all, responsible for advising the Country Director (CD) and the Senior Management Team (SMT) on their security duties and responsibilities in accordance with Oxfam Internationals Security Policy and Management System. As delegated by the CD, the CSA ensures that the country security strategy, measures and procedures are developed, implemented, monitored and reviewed regularly; consistent with Oxfam policies, standards and requirements. The CSA also manages, on behalf of the CD, security and radio communication personnel and activities in support of the Country and provides independent security advice and coordination of Oxfam operations within the assigned area of operation. Developing a safety and security culture and capacity building/strengthening of staff in safety and security is a key part of this role. The post is based in Juba but the post holder will need to travel to the Area Field Offices (50% of the time).

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| **RESPONSIBILITIES****Advice** * Advise and provide technical support to the Country Director and members of the Senior Management Team in their execution of their duties with regards to maintaining safety and security of Oxfam personnel and dependants, premises and assets in accordance with Oxfam International’s Security Policy and Security Management System.
* Advise and support the Country Director in the implementation of the security management system.
* Provide timely advice and guidance to all managers and staff members regarding security, risk and crisis awareness and management.
* Serve as members and technical advisor in the Senior Management Team
* Serve as a member and technical advisor in the Incident and Crisis Management Team

**Analysis & Assessments** * Monitor the security situation and provide independent analysis of emerging security threats and risks to Oxfam staff and assets.
* Based on the assessment and analysis, provide adapted and location specific key mitigating measures and procedures to ensure the safety and security of Oxfam staff members and assets
* Identify, collect, analyse and disseminate as appropriate, information relating to the context, threat and developments of the current security situation.
* Undertake regular risk/threat assessments for all locations where Oxfam staff members and assets are present and evaluate existing and potential areas of intervention.
* Undertake regular and ad hoc security missions and investigations as necessary.
* Develop and share weekly, Monthly and quarterly security reports as per reporting schedule.

**Management** * Ensure the implementation and compliance of the common security management framework, policies, measures and procedures country-wide.
* Lead and facilitate, together with the country management, to develop a security management strategy (including detailed acceptance strategy) which allows for the continuous updating of security measures.
* Actively develop and manage a 24/7 security operations centre and supervise radio staff and security advisers and other personnel.
* Preparing and maintaining up to date country wide security management plan (this includes all Local Security Management Plans)
* Ensure that Security and Safety Standard Operating Procedures (SOP) and contingency plans are current, feasible and implementable.
* Ensure that up-to-date security incident log system is maintained.
* Develop and maintain an incident reporting system.
* Support the Country Director and other senior staff to manage security incidents.
* Provide crisis management support to the senior management for incident response, reporting and analysis.
* Ensure that the supporting departments (HR, Administration, Finance, IT and Logistics) have in place an appropriate system to facilitate good security management.
* Day to day management of security and radio communication personnel, including the matrix management of Security Focal Persons in the Area Field Offices.

**Coordination*** Develop and maintain close contacts with all relevant stakeholders to develop a network and build relationships with key actors, such as local government, diplomatic and humanitarian communities, to ensure gathering of reliable security information.
* Develop and maintain good collaboration and coordination with Oxfam departments as well as senior management.
* Maintain regular contact and liaison with the executing affiliate’s senior security personnel at HQ and/or regional levels.
* Liaise with relevant staff to ensure that the security management system complements the program and advocacy activities and vice versa.
* Liaise with the relevant support staff to ensure that all logistical, financial, IT, HR and administrative elements of the security management system are in place.

**Security Awareness/Training** * Ensure that staffs have the security skills and awareness that they need to be effective, by providing appropriate learning and development opportunities, including delivering training.
* Ensure that all staff and visitors receive appropriate and timely security briefing.
* Ensure that an appropriate system is in place to provide security information to travellers in advance of their departure.
* Ensure there are identified and trained security focal points in each field base.

**Health and Safety*** In coordination with HR and other relevant departments, provide advice and guidance on health and safety, ensuring risk assessments are under taken and appropriate mitigation measures are in place.

**Contingency Planning and Crisis Management:*** Provide security input into developing contingency plan for Country Office (CO).
* As required, respond to, support and advise the Country Director (CD), SMT and Program Managers during security/safety or humanitarian emergencies, serving on a Senior Management Crisis Team.
* Conduct Crisis Management Training/orientation to SMT once every 6 months and assist SMT and Area Field Offices to develop and test contingency plans and systems.
* Oversee and manage the security incident reporting criteria in line with Global Policy & procedures.
* Ensure Gender is integrated in all Security and Safety related programming.
* Fulfil Oxfam’s CP policy requirement professionally and technically.
* Be prepared to perform other emergency duties that may be assigned from time to time.
* Responsible for ensuring there is understanding at CO level of Security section of Oxfam’s Disaster Manual and that the procedures outlined therein are adhered to in the event of a disaster.

**SKILLS AND COMPETENCIES:** |
| **Education** * University degree in a related discipline or equivalent experience.
* Hostile Environment Security Training/ SSAFE Training/ EU-MSO/UN-Security Management training or similar training will be considered an advantage.
* Strong training and facilitation skills including ability to conduct Crisis Management training.
* Substantial relevant training and experience may be considered in lieu of an academic qualification.

**Work experience** * Significant experience of proven progressive responsibility in security risk management.
* Considerable practical experience of security assessment, planning and implementation of procedures in the context of humanitarian operations in a complex security environment
* At least 3 solid years practical experience of security assessment, planning and implementation of procedures in the context of UN or NGO humanitarian operations,

**Skills and Knowledge** * Proven ability to influence and negotiate with internal and external audiences including in complex and stressful circumstances.
* Ability to advice and support field staff in a consultative manner.
* Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities. Must be organised and efficient.
* A sound understanding of gender awareness.
* Sensitivity to cultural differences and the ability to work with a wide variety of staff with different cultural background.
* Willingness to travel at short notice, and often in difficult circumstances.
* Committed to Oxfam principles.
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