



## External Advert

Oxfam GB is an international non-governmental organisation with a mission of working with others to alleviate poverty, suffering and distress. Oxfam GB has been working in South Sudan since 1983. Our Programmatic Strategy concentrates on Saving lives, Resilient Livelihoods, Advancing Gender Justice and Good Governance and Active Citizenship through a full spectrum platform that includes humanitarian response, recovery and resilience, long term development and policy and advocacy. Oxfam currently operates via five area offices in three states (Jonglei, Lakes and Central Equatoria).

**Position: Roving Field Safety and Security Officer**  
**Location: Juba-(Roving) South Sudan**  
**Grade & Level: D Zone 2**  
**Contract Type: Fixed Term**  
**Number of Post: 1**

## **KEY RESPONSIBILITIES:**

### JOB Description:

Roving Field Safety & Security Officer purpose is to assist in maintaining safe and secure environment for Oxfam employees, premises, assets and as well maintain solid and regular communication with local authorities and security officials of other organizations. The Roving Field Safety & Security Officer is responsible for ensuring that appropriate systems and procedures are in place to maximize the safety and security of all Oxfam staff and that they are adhered to at all times. The Roving Field Safety & Security Officer is responsible for supporting the Country Security Advisor to ensure that safety and security is mainstreamed into all areas of operations. The Roving Field Safety & Security Officer will assist in keeping Country Security Advisor, Area Programme Managers, HPM Manager and the Country Director updated on safety and security related issues, trends, and developments.

### Responsible for:

- Liaise with local authorities and facilitate continuity of Oxfam operations.
- Maintain security of Oxfam compounds, staff, assets and properties.
- Training delivery to field staff on safety & security.
- Access, safety & security responsibility for all emergency/rapid response deployments.

## Security/Safety Duties:

Update and brief staff on security situation in Oxfam operation sites.

Initiate, review and collate security incident reports for each field site.

Provide security briefings as part of induction for new staff and visitors.

Ensure that the country program has an up to date Security Management Plan (SMP) and Standard Operating Procedures (SOPs).

Facilitate SMP and SOP revisions as and when necessary and stipulated.

Lead the country program in developing Standard Operating Procedures (SOP) in the areas of operational (administrative, procurement, vehicle management, residence and office) and Financial (e.g. safe usage, bank withdrawals, cash handling) safety and security management.

Create, along with the Country Security Advisor, a security training program that reaches a maximum number of national and international staff. Keep useful records on staff training and report.

Assist field offices in arranging ad hoc security training workshops in consultation with the Area Programme Managers, H&D Managers and Country Security Advisor.

Monitor all communications from the field related to security incidents and planning and provide timely feedback to advisories and guidance sought by the field team.

Make visits to each field sites to monitor security preparedness and field training. Provide a follow-up report with clear recommendations after each visit.

Conduct field security assessments examining Oxfam staff, assets, compounds, residences, field sites and projects and compile a report with recommendations.

Together with the Country Security Advisor, develop and sustain a database of security incidents.

Generate monthly activity reports on security, including database analyses, new threats, responses and vulnerabilities and any relevant lessons learned from security and safety incidents.

Maintain the network of Oxfam security focal points at each Oxfam field office and conduct weekly update calls.

Identify, create and maintain a network and coordinate closely with INGO/UN/NGO FORUM/INSO and other security specialists suitable for the context of South Sudan. Work closely with the INSO/UNDSS/NGO FORUM in relevant information exchange and monitoring of trends and advisories.

Provide credible information and contextual analysis of localized and country security situations and incidents along with appropriate advice to the Country Security Advisor.

Work closely with the external security service providers and make sure they are aware of the Oxfam security management protocols and guidelines.

Prevents losses and damage by reporting irregularities, informing violators of policy and procedures.

Observe staff movement, communicate with Radio Room/Logistics, and provide security guidance to international staff as well as national staff on security situation in operational areas.

Maintain effective communication to report and record observations, information, and occurrences.

Maintain strong security/safety posture by monitoring and setting premise and equipment controls.



Ensures operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; coordinate with logistic and calling for repairs; evaluating new equipment/replacements.

As required, support and advice the Country Security Advisor during a crisis.

Report writing.

Regularly conduct security risk assessments.

Any other tasks/duties assigned by the Country Security Advisor.

#### WFP Project Duties:

Deploy with WFP teams to locations and manage safety & security/access directly.

Identify, create, and maintain a network and coordinate closely with security counter parts.

Work closely with the local authorities to secure access for Oxfam/WFP teams.

Prevents losses and damage by reporting irregularities, informing violators of policy and procedures.

Observe staff movement, communicate with Radio Room/Logistics, and provide security guidance to international staff as well as national/local staff on security situation in WFP operational areas.

Maintain effective communication to report and record observations, information, and occurrences.

Maintain strong security/safety posture by monitoring and setting premise and equipment controls.

Ensures operation of security equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; coordinate with logistic and calling for repairs; evaluating new equipment/replacements.

Direct line management of warehouse security guards.

Safety and security/access management of warehouses.

Update and brief staff on security situation in Oxfam/WFP operation sites.

Initiate, review and collate security incident reports for each Oxfam/WFP operation sites.

Provide security briefings as part of induction for new staff and visitors.

Facilitate FSMP and SoP revisions as and when necessary and stipulated.

Create, along with the NLSO and Country Security Advisor, a security training program that reaches a maximum number of local/national staff. Keep useful records on staff training and report.

Monitor all communications from the field related to security incidents and planning and provide timely feedback to advisories and guidance sought by the WFP team.

Conduct internal investigations when required and tasked by the Country Security Advisor.

#### SKILLS AND COMPETENCE:

##### Essential

At least three years' experience in the field of safety and security, preferably with an INGO/NGO.

Proven ability to produce timely written and verbal situation-reports of incidents.



Strong ability to manage information, sound judgment, diplomatic tact, and mature professionalism.

Ability to work creatively and independently both in the field and in the office.

Able to work in a team and/or independently with minimum supervision, excellent interpersonal skills.

Highly motivated and with a desire to work with staff members from diverse cultural backgrounds.

Ability to follow deadlines and respect line management.

Ability to travel and work in difficult conditions and under pressure.

#### **Desired**

**Education: Graduate**

**Language preference: English and Arabic, local language is an added advantage.**

**NB: This position is open to south Sudanese Nationals Only, and female candidates are strongly encouraged to apply.**

**Only short- listed candidate will be contacted.**

**Deadline for submission of applications is 18 May 2021. Interested Applicants should send soft copies of their CVs and Cover letters to [Hrsouthsudan@oxfam.org.uk](mailto:Hrsouthsudan@oxfam.org.uk) or drop hard copies of their CVs to Oxfam Office in Juba.**

