



AMREF is the largest indigenous health development non-governmental organization based in Africa, Working with and through African communities, health systems and governments. AMREF aims to close the gap that prevents people from accessing their basic right to health. AMREF is headquartered in Nairobi, and has programmes in South Sudan, Kenya, Uganda, Tanzania, Ethiopia, South Africa and West Africa. Employing over 1,000 staff and with an annual operating budget of approximately \$90 million. AMREF is a knowledge resource for donors and partners. For more information visit our website [www.amref.org](http://www.amref.org)

**COUNTRY PROGRAM DESCRIPTION:** AMREF South Sudan has been operation since 1972, it implements maternal and child health, nutrition, malaria, HIV/AIDS and TB, water and sanitation, clinical and diagnostics, and health systems strengthening Programs. Our interventions are aimed at increasing access to quality services to vulnerable Communities with focus on women and children. We work in selected States in the Republic of South Sudan.

#### **CAREER OPPORTUNITY SECURITY OFFICER JCO/2021/01**

AMREF South Sudan is seeking to recruit a Security Officer – whom is responsible for the safety and security of all staff in South Sudan, resources, assets, facilities, programmes, and projects ensuring compliance with all Amref health Africa security policies, procedures and regulations as part of the organization management system. The LSO will also have a dotted line to Corporate Security Manager.

The primary responsibility of the SO will be to support the CD in the protection of, and mitigation of risk to, Amref staff, resources, assets, facilities, programmes, and projects in all locations where the Amref South Sudan may be represented and at the same time enabling Amref programme delivery in South Sudan:

- Ensuring that security support and security risk management are mainstreamed into all levels of programme and operational activities
- Ensuring adequate security and safety measures are implemented at all Amref facilities in accordance with current risk assessments
- Ensuring the best possible protection of Amref staff, resources, assets and facilities in accordance with Amref Policies and Procedures
- Ensuring close co-operation and coordination with other INGOs, UN, NGOs, Government, Partners and other actors as guided by the CD.

#### **Summary of key functions:**

- Implementation of security policies and procedures.
- Effective operational support to programs/projects
- Supervision and performance monitoring of security service providers to Amref
- Technical oversight of security installations
- Supports the CD by ensuring adherence to Minimum Operational Security Standards (MOSS).
- Developing and monitoring adherence of Minimum Operational Residential Security Standards (MORSS) for the duty station;
- Conducting accurate and credible security incidents investigations.
- Effective administrative support.





- Support to knowledge building and knowledge sharing in partnership with partner INGOs, UN and any other as approved by CD.
- In country liaison focal point with government, INGO/NGOs, UN and Private security companies on Security related matters.

#### **Key Results:**

1. Ensures **implementation of Security Policy and procedures** focusing on the following results:
  - Full compliance of staff to security SOP's and policies in Amref office locations.
  - Ensures staff fully understands new security SOP's and procedures through regularly updates to staff and ensures full understanding of same.
  - Supports on the update and maintenance of the international and national staff warden system ensuring all staff can be informed of an incident and subsequent actions in a timely manner.
  - Conducting security briefing for all visitors and newly recruited staff.
2. Provided **effective operational support** to the CD and staff on security issues with the following results:
  - Coordination of travel and security arrangements for staff travelling to South Sudan in partnership with Human Resource and administration office.
  - Approval of security clearance for all in country travels
  - Field visits support of staff and donors enabling completion of project tasks.
  - Responds in a timely manner to incidents involving Amref staff
  - Assists staff with obtaining police reports and other in country security operation related permits following the correct local legal procedures
  - Ensures security is mainstreamed into Amref programme and project activities through direct engagement with programme managers and project officers.
  - Conducting Security Risk Assessments (SRA) for all new Amref field offices before occupation and regular re-assessments after occupation.
  - Support with the MOSS assessments, and MORSS at staff guest houses with accurate security recommendations for increased security for staff members.
  - Take part in Assessing the recommended Hotels for staff accommodation
3. **Supervision and performance monitoring** of outsourced security staff with the following results:
  - Developing of service level agreement/s for Amref locations with security service providers
  - Receives timely reports from guards Supervisors and staff regarding security issues and assists to resolve any security concerns at all Amref field locations in liaison with field office manager.
  - Monitors the performance of the outsourced security providers at the Amref office locations to ensure satisfactory performance.
  - Provides input and training if required to the outsourced security company on new security procedures.
  - Attending monthly meetings with security company management to discuss service levels.
  - Vetting of guards to be deployed in Amref locations.
  - Developing assignment instructions/operating standard operations for each guard post.
4. Provides **technical oversight of security installations and equipment** at Amref premises with the following results:
  - Regular checks of security installations to ensure that any faulty equipment identified is handled in a timely manner.
  - Does security assessments for the need of security installations for Amref offices
  - Basic knowledge of the security installations will ensure where minor faults can be rectified in consultation with service provider without the requirement for external intervention.



- Ensures that all security equipment are well maintained and accounted for
- Ensure all the Emergency trauma Bags are safely maintained and replenished in liaison with the office location and Human Resource managers

5. Provide **effective administrative support** with the following results:

- Close liaison with Procurement and Administration counterparts will speed up the delivery of urgent security equipment/service and prevent unnecessary delays.
- Maintenance of staff lists and the international/national warden plans to ensure staff are able to be contacted in a crisis.
- To represent CD and attend all security meetings at NGOs forum and any other as guided by CD.
- Submission of weekly incident reports to keep senior management updated on current security issues
- Prompt reporting and investigation of vehicle accidents, damage or other incidents involving staff or Amref operations to assist in identifying liability issues for any loss or damage to organization assets.

6. **Supports knowledge building and knowledge sharing** with the following results:

- Conducts security training and briefings to staff increasing their security awareness and ability to operate more safely.
- Develop and circulates new security guidelines and procedures to staff ensuring they comply with the security management system.
- Conducts security training with the outsourced security service provider/s to enhance their professional capacity and ensure a higher level of security and safety to staff and assets.
- Attends security meetings convened UN agencies, INGO/NGO partners and governmental security partners to be part of security information network for sharing accurate flow of security information to CD and staff.
- Carry out any other security related administrative and/or operation tasks as required by the CD.

**Corporate Competencies:**

- Demonstrates commitment to Amref Health Africa mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies**

**Knowledge Management and Learning**

- Shares security knowledge and experience
- Actively works towards continuing personal learning and development and applies newly acquired skills

**Development and Operational Effectiveness**

- Ability to administer and execute administrative processes and transactions
- Ability to extract, interpret, analyze data and resolve operational problems
- Developing and quickly sharing security advisories
- Ability to perform work of confidential nature and handle a large volume of work
- Good knowledge of administrative rules and regulations
- Good in report writing
- Strong IT/technical skills including e-mail, Excel, Word and Power Point applications

**Leadership and Self-Management**

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude



- A team player, remains calm, confident, in control and good humored even under pressure
- Maintains non-partisan approach as an enabler to support all staff and operations

#### **Job Requirements:**

- A university degree or similar qualification in security, business administration, public administration or related field.
- A minimum of 6 years' experience in the field of security/safety. Previous security experience with the UN, INGO/NGO, civilian security company/organization or relevant clean Police/Military experience.
- Knowledge of technical security systems such as CCTV, X-ray machines, door access control systems, metal detectors, security lighting is desirable. Knowledge of the political and security situation in South Sudan and good credible networking.
- Fluency in written and spoken English is mandatory, including the ability to draft, edit and finalize documents in English. Knowledge of Arabic is desirable

#### **Application.**

This is a challenging opportunity for south Sudanese candidates with a dedicated and highly motivated professional. If you would like to join this dynamic team and help bring lasting health change in Africa, please send your CV and application letter which should include remuneration requirements and contact details of three work-related referees, addressed to the Human Resources, ONLY by e-mail to [Jobs.Southsudan@Amref.org](mailto:Jobs.Southsudan@Amref.org) quoting the position in the subject matter.

The closing date for submitting applications is **12<sup>th</sup> February 2021**. We regret that only short-listed candidates will be contacted.

Please do not attach certificates and testimonials to your application.

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.

**Amref Health Africa is committed to the principles of safeguarding. Amref Health Africa will not tolerate any form of abuse, discrimination, and harassment, wherever it occurs or whoever.**

