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Approved

02-02-2022



Date: 2<sup>nd</sup> .Feb.2022

### Job Advertisement

#### Background

HI has been operating in South Sudan since 2006, implementing humanitarian and development actions aimed at promoting the rights, safety and quality of life of vulnerable populations, particularly persons with disabilities, mental health problems and functional limitations across the country. HI's current portfolio adopts an integrated and multi-sectoral approach which includes interventions centred on MHPSS, Protection, Functional Rehabilitation and livelihoods with disability inclusion a cross-cutting theme across all programmes. In 2021, HI will continue to implement interventions in these areas, whilst transitioning to post-emergency and recovery programming.

Humanity and Inclusion is therefore seeking to recruit a qualified and dedicated Candidate for the Position detailed below: -

Job Title:	Humanitarian Access & Security Officer
Vacancy position	Position
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Humanitarian Access Manager
Position Opened for:	South Sudanese
Contract Duration:	6 Month with Possibility of extension depends on Funding
Desired Start Date:	ASAP
Closing Date:	23 <sup>rd</sup> Feb 2022

Key Responsibilities	<p><b><u>Mission1: STANDARDS AND EXPERTISE</u></b></p> <ul style="list-style-type: none"> <li>Supports the development, updating and implementation of HI's system on his/her relevant area on the programme (procedures, documents and tools);</li> <li>Ensures the implementation of HI's safety and security policy, operational guide and the new guidelines issued by headquarters.</li> <li>Develops a learning system based on experience gained and lessons learned on the programme.</li> <li>Contributes to the drafting, revision and implementation of the operational strategy (StratOp) as part of his or her responsibilities.</li> </ul> <p><b><u>Mission 2: OPERATIONAL IMPLEMENTATION</u></b></p> <p><b>Responsibility 2-1: Strengthening the acceptance of HI's programme</b></p> <ul style="list-style-type: none"> <li>Monitors and analyses the context;</li> </ul>
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- Develops the programme's network by supporting the diversification of sources of information and capitalising on information;
- Strengthens the level of acceptance of HI to whatever extent necessary in the different areas of intervention.

**Responsibility 2-2: Operational security management**

- Produces analyses and recommendations in his/her areas of interventions; takes part in the planning of operations and the resulting security framework;
- Provides advice and guidance on evolving risks, resource requirements, frameworks and documents, strategies and sharing of good practices for the security management of HI activities in the country, including input necessary for the definition of future project proposals;
- Makes regular visits to the field to conduct assessments and to support the offices in the field;
- Ensures good internal coordination in all matters related to his/her field, particularly with Operations and Logistics;
- Participates in the management of incidents/crises: analysis, technical support, recommendations, implementation, reporting, lessons learned, adjustments to frameworks, etc.
- Has an alert and checks & balances role in the monitoring and management of the programme's security.

**Responsibility 2-3: Humanitarian access**

- Analyses the humanitarian context on an ongoing basis, identifying obstacles to access and opportunities for improvement;
- Supports the Programme Director with the creation of a strategy to improve humanitarian access specific to the programme ;

**Responsibility 2-4: Capacity-building and training in the fields of security and access**

- Evaluates the needs of HI staff on the programme and supports the implementation of the HAS training plan (including internal and external training);
- Ensures the training and ongoing capacity-building of staff in his/her relevant field;
- Develops a culture of security management on the programme;
- Inducts new arrivals;
- Gives regular updates to all staff;
- Facilitates internal coordination with all the services concerned (information sharing, bilateral meetings, etc.)

**Responsibility 2-5: Emergency preparedness**

Contributes the programme's emergency preparedness actions and, in an emergency, adapts his or her working methods to contribute to an effective humanitarian approach by HI.



<p>Eligibility/Qualifications</p>	<ul style="list-style-type: none"> <li>- Extensive Experience in Safety security management and procedures- Minimum 5 of years' Practical field field experience in a similar role preferably in NGO/UN</li> <li>- Field experience conducting and/or supporting humanitarian Operations</li> <li>- Demonstrated communication and Organizational skills</li> <li>- Ability to multi task and work well under pressure</li> <li>- A strong Multi-sources assessment and analytical capabilities and solid capacity to engage stakeholders</li> <li>- Strong writing and demonstrated capabilities to produce high quality analysis</li> <li>- Development of Mitigation measures linked to humanitarian security approaches</li> <li>- Confirmed experience in setting up security management tools, procedures and rules.</li> <li>- Ability in teaching and knowledge transfer skills</li> <li>- Advance proficiency in written and spoken English and knowledge of Arabic</li> <li>- Excellent Computer skills and sold knowledge on MS Office</li> <li>- Experiences in Handling emergencies especially at field level is an asset</li> <li>- Commitment to HI Values and Code of Conduct, PSEAH and anti-fraud Policies.</li> </ul>
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**Note:** This job description is not exhaustive and the staff member may be asked to perform duties over and above those described here. The staff member is also expected to maintain confidentiality of all beneficiaries and internal information at all times.

**HOW TO APPLY**

Qualified Candidates are to submit their CVs and Cover Letters clearly mentioning the Position in the Job title as indicated above.

You can submit your CV and Cover Letter to:

**Human Resources and Administration Department, Humanity and Inclusion, Juba HI** office located at Hai Amarat, Havana Street Juba South Sudan not later than **Feb 23<sup>rd</sup> , 2022** Email: [recruitment@southsudan.hi.org](mailto:recruitment@southsudan.hi.org)

NOTE: Due to urgent need for the position, screening and shortlist may be done on daily basis as CVs comes and the position may be filled before the expected start date.

**Humanity and Inclusion is an equal employer and encourages applications from qualified Female candidates and persons with disabilities.**

