



Approved



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## JOB ADVERTISEMENT SECURITY FOCAL PERSON

**Duty Station:** Yambio, South Sudan  
**Contract Duration:** One Year with possible extension.  
**Start Date:** As Soon As Possible  
**Application Deadline:** 13th June 2024

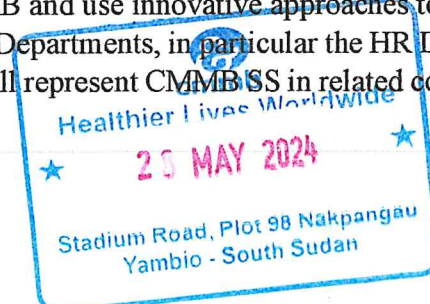
### About CMMB

Catholic Medical Mission Board (CMMB) is an international developmental organization that believes in a world in which every human life is valued, and health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For nearly 110 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. For further information on CMMB South Sudan, visit our webpage at [www.cmmb.org](http://www.cmmb.org)

CMMB has been working in South Sudan for over a decade providing the South Sudan Package of Basic Health and Nutrition services (BPHNS) to vulnerable populations, with a focus on women and children, including newborns. CMMB supports the Ministry of Health (MOH), working in coordination with other health partners, to provide: (a) health systems strengthening at facility and community level, through provision of integrated health services in HIV, MNCH, Nutrition, WASH, Child Protection and GBV at the facility level as well as awareness and prevention services at the community level; (b) health infrastructure strengthening at the community, County and State levels, and furnishing and equipping facilities to ensure the delivery of standard health services as per WHO and South Sudan Ministry of Health recommendations; (c) health workforce capacity strengthening through continuing medical education and training, as well as leveraging CMMB's international volunteer program for on-the-job mentorship; and (d) Health Information System strengthening through transitioning facilities from paper based data collection and reporting to more accurate and timely electronic systems.

### Job Summary

CMMB South Sudan seeks to fill the position of a Safety and Security focal person to lead the safety and security of our staff and assets in all areas of operations. The organizational Safety and Security Section sits within the office of the Country Director and therefore this position reports to the Country Director. The Security Officer will work closely with the CD improve processes and procedures to minimise security incidents and related losses, make positive contributions in the area of building and continuously improving security controls across CMMB and use innovative approaches to obtaining solutions. He/She will work closely with the Heads of Departments, in particular the HR Department Head and the Admin and Logistics manager. He/she will represent CMMB SS in related coordination meetings and collaborate with related agencies.





## **ROLES AND RESPONSIBILITIES**

### **Staff Safety and Security:**

- In coordination with the Country Director, manage internal and external security and implement required security procedures.
- Conduct security risk assessment in areas of operations regularly
- Ensure safety of members of staff, visitors and VIPs travelling to the field/operation areas, providing security briefings prior to travel, ensuring contact at all times during their travel and ensuring the travel is vetted and approved to continue according to procedures.
- Contribute to strengthening staff safety and security capacity through regular training, awareness and clarity of roles and responsibilities.
- Orient the guards in all office and facility locations, vet them and set clear expectations and ability to meet the expectations to ensure safety of staff and assets.
- Execute evacuation and relocation plans, supplies and safety in emergencies as guided by the overall business continuity plan.

### **Safeguarding Organizational Assets:**

- In coordination with the Admin Manager responsible for organizational assets, safeguard the Organization property by deploying efficient security measures in all field offices.
- In coordination with the Country Director, survey and develop protective security plans for field offices, commodity stores and facilities
- Regularly evaluate the security systems and policies to ensure they are fit-for-purpose in the constantly evolving context, to enhance the delivery of a safe environment for CMMB assets and personnel.
- Ensure the safety and security of the organizational fleet, generators and solar systems installed in operation sites, and recommend additional systems as necessary.

### **Security and Fraud Related Investigations:**

- Investigate all security and fraud incidents and coordinate/follow them through to conclusion, working with the Country Director and the Admin Manager.
- In coordination with the Country Director and the Admin Manager, support Internal Audit in fraud related investigations, especially involving external parties and consequently requiring involvement of external Organizations and Authorities.

### **Collaboration & Coordination:**

- Constantly interface/liaise and collaborate with Security organizations in the country to ensure timeous insights of the security situation in every location hosting CMMB assets and personnel.
- Develop and Manage the relationship with the Security organisations and the stakeholders there of guided by the internal policies, procedures and processes.
- Anticipate CMMB needs, and coordinate with the Security Resource organisations in-country.



- Ensure cost effective security enhancement projects.

#### **Security Policy and Procedures:**

- In coordination with the Country Director, develop and implement required security policy and procedures, and constantly evaluate them against the changing Security environment.
- Assist in drafting and updating security contingency plans for the organisation
- Ensure that fire detection and protection systems are adequately managed and related policies understood by all staff.
- Strengthen adherence and compliance of security and fire policies in all operation sites ensuring related government procedures are followed.

#### **KEY QUALIFICATIONS & COMPETENCIES**

##### **Qualifications:**

- University degree in a security related field with 3 years experience in a senior role with an INGO or a security intelligence diploma qualification with 5 years' experience in a similar role in lieu of a degree or above qualification.
- Experience working in South Sudan a must.
- Reporting skills.
- Risk assessment and management.
- Security and incidents management
- Crisis management
- Adherence to defined policies and procedures.
- Ability to apply personal initiative.
- Proven ability to develop, evaluate and recommend models, structures and systems.
- Provide alternative solutions to related problems.
- Motivating and management of the approved budget

##### **Skills / physical competencies:**

- Excellent command of English, with ability to provide oral communication concisely and clearly, as well as write excellent reports. Must have excellent command of Juba Arabic (spoken).
- Physical fitness a must
- Ability to learn and adapt quickly.
- Ability to work under pressure and long hours.
- Communication, interpersonal and reporting skills
- Analytical and agility in decision making skills.
- Excellent negotiation Skills





## How to apply

Please submit your CV and covering letter addressed to CMMB South Sudan at the following email address: [CMMBSouthSudanjobs@cmmb.org](mailto:CMMBSouthSudanjobs@cmmb.org) by latest the 13<sup>th</sup> of June 2024. If interested, please apply as soon as possible, as we will be evaluating applications as they come in. We encourage qualified female candidates to apply.

*Please note: “CMMB has **zero tolerance** on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a through SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the self-declaration and consent form on the last page and return it with your application. Please note, your application will not be considered if your signed self-declaration and consent form is not received along with your application.”*



**Catholic Medical Mission Board**

**Sexual Exploitation, Abuse & Harassment (SEAH)  
Self-Declaration & Consent Form**

CMMB has zero tolerance on Sexual Exploitation, Abuse and Harassment (SEAH), and therefore the successful candidate will be subject to a thorough SEAH reference check in accordance with CMMB policies. In that regard, please read and sign the attached self-declaration and consent form and return with your application. Please fill and sign this self-declaration and consent form and return it to CMMB HR with your application. Kindly note that your application will not be considered if your signed self-declaration and consent form is not received along with your application.

I..... hereby declare to the best of knowledge that I have not committed any act of Sexual Exploitation, Abuse and Harassment in my pass employment.

I hereby give my full consent for CMMB to conduct further background check related to SEAH.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

National ID/PP: \_\_\_\_\_

Date : \_\_\_\_\_

