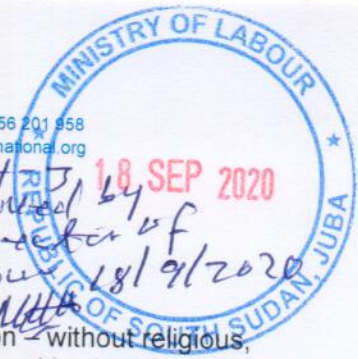




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Approved by  
Inspector of  
Labour 18/9/2020  
18 SEP 2020



**PLAN SOUTH SUDAN  
JOB ADVERT**

Plan International is a Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in the world's poorest countries to make lasting improvements in their lives.

We believe in the power and potential of every child. But this is often suppressed by poverty, violence, exclusion and discrimination. Having identified girls as the most marginalised group, they will be our ongoing focus as we work towards helping 100 million girls learn, lead, decide and thrive within their communities.

As an International child-centered community development organization, Plan International South Sudan is committed to the wellbeing of children and to supporting the Convention of the Rights of the Child and it does not tolerate child abuse. The institution therefore expects that all of its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:**

**POSITION 1; No. of Vacancies One (1)**

<b>Job Title</b>	<b>:</b>	<b>Safety &amp; Access Coordinator</b>
<b>Grade</b>	<b>:</b>	<b>D1</b>
<b>Tenure</b>	<b>:</b>	<b>5 months</b>
<b>Department</b>	<b>:</b>	<b>Safety and Access</b>
<b>Reports to</b>	<b>:</b>	<b>Safety and Access Manager</b>
<b>Location</b>	<b>:</b>	<b>Yei</b>

**I. Job Summary**

The Safety and Access Coordinator will be responsible for ensuring that appropriate measures and guidelines are in place towards the safety of Plan International staff, assets and program in Yei.

The role will involve conducting of risk assessments, ensuring compliance to safety policies and procedures, sharing of up-to-date safety information based on context, reporting on and management of incidents, offering in-house training as well as recommending suitable trainings to staff, capacity building of field Safety Focal Points and representing Plan International in safety related meetings hosted by the NGO Forum, INSO or other credible forums.

**II. Key End Results and typical Responsibilities:**

- Serve as the focal point for collection, analysis and timely dissemination of relevant and up-to-date safety information. This will include contributing and participating in regular reporting process;
- Maintain oversight of operational safety issues through coordination with relevant authorities at field office location;
- Reporting and management of safety incidents in conjunction with the Safety and Access Manager.

National Organisations: Australia, Belgium, Canada, Colombia, Denmark, Finland, France, Germany, Hong Kong, India, Ireland, Japan, Korea, Netherlands, Norway, Spain, Sweden, Switzerland, United Kingdom, United States. Programme Countries: Bangladesh, Benin, Bolivia, Brazil, Burkina Faso, Cambodia, Cameroon, China, Colombia, Dominican Republic, Ecuador, Egypt, El Salvador, Ethiopia, Ghana, Guatemala, Guinea, Guinea-Bissau, Haiti, Honduras, India, Indonesia, Kenya, Laos, Liberia, Malawi, Mali, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Paraguay, Peru, Philippines, Rwanda, Senegal, Sierra Leone, Sri Lanka, South Sudan, Sudan, Tanzania, Thailand, Timor-Leste, Togo, Uganda, Vietnam, Zambia, Zimbabwe.

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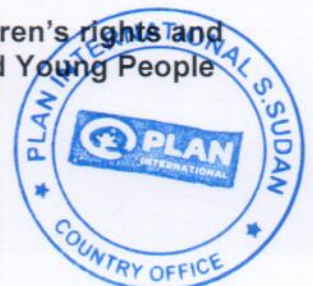
- Responsible for update of Safety Management Plans and safety briefing notes for office location on a quarterly basis or after the occurrence of a significant incident(s);
- As a member of the Safety Management Team participate in the execution of medical evacuation, hibernation, relocation and evacuation procedures for staff members in line with the applicable policies and SOPs. These policies and SOPs should be kept relevant to the existing context;
- Daily monitoring of the safety situation and prefer practical and adequate action to enable program implementation process. This will include liaison with the SAM in management of safety of staff, operations and organization assets in Yei or any other assigned location;
- Supervise the deployed safety guards at Yei office and liaise with field office SFPs in ensuring adequate access and physical safety measures are in place and implemented;
- Visit other Plan International field locations and conduct routine physical assessment of the office bases, assess performance of and compliance to safety procedures and recommend and follow up on implementation of corrective measures as and when required;
- In collaboration with the Safety and Access Manager and Program Implementation Area Managers, identify and facilitate staff training on broader areas of safety – personal safety, basic first aid, fire safety, communication, field movement planning and defensive driving;
- Represent Plan International at the weekly NGO Forum safety meetings and share information with staff and management as deemed appropriate;
- Support in the provision of safety briefing to new staff and visitors travelling to the field;
- Raise Purchase Requests for replenishment / service of safety supplies – First aid kits, trauma kits, fire extinguishers, hibernation kits and applicable hygiene supplies;
- Ensure safety features are in place for each vehicle and location with first aid kit and fire safety equipment;
- Testing, issuing and training on communication equipment;
- Build up a network of useful contacts and informants on safety related information and support;
- Adhere to all safety and communication protocols as advised by SAM and supervisor;
- Adherence to all Plan International safety policies and procedures.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Plan International and to not jeopardize its humanitarian mission in your of operation;
- Any other duties as assigned by SAM or CO.

### III. Dealing with Problems:

- The relevance and impact of safety & access activities must become part of everyone's work at all times
- The development of effective mutual networking relationships will be critical to accurate data analysis and response to crises

### IV. Communications and Working Relationships:

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#### Internal

- All staff in the field office
- Country Safety and Access Manager

#### External

- Communities and NGOs
- Security focal persons
- visitors

### V. Qualifications Knowledge, Skills and Behaviours Required to Achieve Role's Objectives

#### Knowledge

- College level Education qualification (minimum Diploma) with a minimum of 5 years' practical field experience in a similar role preferably in Greater Yei and /or Central Equatoria.
- Ability to assess and manage safety situations proactively and within the existing organization policy and procedures
- Computer literate, able to use all common software packages (office Suite)
- Resourcefulness and creativity in developing the role safety and safety within the program and ensuring most effective support to line management
- Good planning, coordination and reporting skills with the ability to organize work and achieve desired outcomes
- Excellent command of English, both written and verbal. Some spoken Arabic will be an added advantage
- Good knowledge and understanding of South Sudan and Yei context in particular;
- Willingness to work and travel in often challenging and at times insecure environments;
- Ability to work in a team setting that has diverse cultures
- Committed to Plan International's values.

#### Desirable:

- A formal safety management qualification or proven attendance to safety training
- Experience in handling emergencies especially at field level
- INGO work experience in emergency context.
- 

#### Success Factors:

- Time and Safety conscious
- Good listener and communicator
- Compliance with procedures that go with the role
- Problem solving skills

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- Accomplishment of assigned tasks
- Exercises pro-activeness

### Skills

- Ability to communicate in a team with people from different nationalities, cultural and ethnic backgrounds, ability to work in a team environment and achieve common goals.
- Communication skills, appropriate to the audience and able to solve problems
- Proficient in computer skills and use of relevant accounting software packages

### Behaviours

- Holds self and others to account to deliver on agreed goals and standards of behaviour
- Aware of the impact of his behaviour on others

All applications marked on the right hand corner of the envelope "Application for the Position of "Safety and Access Coordinator" should be addressed to:

HR & OD Business Partner  
Plan International South Sudan Country Office  
Hai Cinema next to MTN Centre  
Juba

You can also send your application via email to [hr.ss@plan-international.org](mailto:hr.ss@plan-international.org)

The closing date for receipt of applications is before close of business on 08<sup>th</sup> October 2020.

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are strongly encouraged to apply.*

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

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