

Job Advertisement

Position Title: **South Sudan NGO Forum Security Advisor**
Position Type: Expatriate Staff
Location: Juba, South Sudan with frequent field visits
Work Station: Secretariat Office, Juba, South Sudan
Reporting to: South Sudan NGO Forum Secretariat Director

South Sudan NGO Forum:

The South Sudan NGO Forum (SSNGOF) is an independent networking and membership body of National and International NGOs operating in South Sudan. The SSNGOF is not registered with the South Sudan Relief and Rehabilitation Commission as a legal entity and the hosting agency of the SSNGOF is tendered every 4 years. Tearfund is the current Host Agency of the SSNGOF. The Host Agency issues and holds contract for all national and international staff on behalf of the South Sudan NGO Forum. The SSNGOF Secretariat shares the same building with Tearfund in Juba. The Secretariat Director of the SSNGOF is on Tearfund contract but he/she reports to the two Chairs of the Steering Committees.

The SSNGOF is governed by the Statutes of Operation; and its relationship with the Host Agency is governed by the Memorandum of Understanding that is signed between the SSNGOF and the Host Agency. There are two Steering Committees (SC) of the SSNGOF; one for national organisations and one for international organisations. Each committee has 10 members, with the INGO SC having 9 elected members plus the Country Director of the Host Agency (Tearfund). The function of the Host Agency is to work with the SSNGOF Secretariat to implement the SSNGOF activities and support the SSNGOF in implementing the decisions of the Joint Steering Committee and the Annual General meetings.

JOB OVERVIEW

The South Sudan NGO Secretariat coordinates the efforts of the NGO Steering Committee as voted representatives of the South Sudan NGO Forum, which has 116 international NGOs and 269 national NGOs in 2019. The NGO Secretariat exists for the purpose of coordination, information sharing, advocacy, policy/position paper production, government/donor/UN engagement and engagement

The NGO Security Advisor leads the security team of the NGO Forum Secretariat comprising the Deputy Security Focal Point and Security Information Adviser. The purpose of the team is to support NGOs operations across South Sudan by providing security/safety advising and crisis management for continued delivery of aid assistance for purposes of saving lives and improving lives. This position is considered is part of the Secretariat's senior management team.

The NGO Security Advisor also has a responsibility of streamlining the work of the security team through an action plan and producing a range of security information and communications products as well as leading on external engagements with relevant stakeholders as appropriate. The NGO Security Adviser is the custodian of established protocols for internal security information sharing systems within the NGO Forum and provide recommendations for internal Secretariat information and communications management.



KEY RESPONSIBILITIES

The NGO Security Adviser supports the work of the NGO Forum through the following key tasks:

Corporate leadership and management.

- Lead and manage Security Team.
- Develop Security Team Standard Operating Procedures (SOPs).
- Attend Secretariat Senior Management Group meetings.
- As required integrate Security work strands into Secretariat long-term strategy under Director's guidance.
- Coordinate linkages between NGO Forum and INSO and other organisations relevant to safety and security of NGOs.
- As required assist Director with corporate oversight of NGO Forum.

Information collection and management.

- Collect, manage and circulate pertinent security information.
- Quality assure security reports, analyses and incident database.
- Develop and standardise, good practice for priority threats and share relevant security resources.
- Establish and regularly update security protocols for information sharing platforms.
- Support the development of briefing papers / tools for sharing of information on common security concerns as required.

Communication.

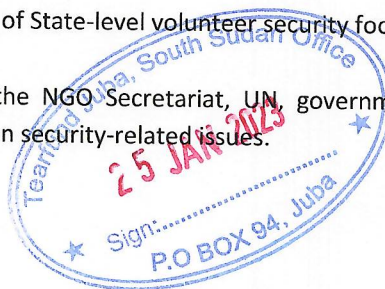
- Facilitate NGO security meetings, briefings and workshops as often as necessary and ensure information is disseminated to relevant stakeholders.
- Help to ensure that all new NGOs are conversant with relevant security protocols and take security issues seriously.
- Represent the NGO Forum at meetings with UNMISS, UN AFPs, donors, diplomatic corps, and other external stakeholders and advocate NGO security challenges and needs.
- Support the Information Manager to expand and manage the security section of the NGO Forum website and mapping products.
- Strengthen NGO security coordination at the State-level.

Program quality and management.

- a. Provide 24/7 security guidance and assistance to NGO Forum member organizations.
- b. Support improved analysis of the overall security context.
- c. Within resources provide education and training to enhance NGOs awareness of security and safety.
- d. Assist NGO access to UN Security training.
- e. Support the recruitment and cultivation of State-level volunteer security focal points.

Partnership.

- Ensure effective collaboration between the NGO Secretariat, UN, government, donors, national NGOs, and other in-country stakeholders on security-related issues.



- Engage with global-level NGO security consortia and other security coordination mechanisms for information sharing and best practice approaches.

Information knowledge.

- Stay well informed with political, security, humanitarian and economic developments in South Sudan, as well as the broader region.
- Monitor security management and humanitarian-related research and publications.
- Travel to State capitals and other NGO field concentrations as required.
- Maintain a security resource database of security manuals, and other practical tools and documents accessible to NGO Forum members.

Secondary tasks.

- Supervise and direct DSFP and Security Analyst.
- Oversee general security and safety of Secretariat staff.

PERSON SPECIFICATION

JOB TITLE: South Sudan NGO Forum Security Advisor

	ESSENTIAL	DESIRED
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s degree in security, risk or international relations, Master’s preferred. 	<ul style="list-style-type: none"> • Demonstrated coordination experience in multi-agency forums. • Relevant Security related certificates will be added advantage
EXPERIENCE	<ul style="list-style-type: none"> • At least 5 years working experience with NGOs, UN Nations Agencies, and/or Donor • Experience within an operational NGO strongly preferred. However, equivalent experience, including the UN, DPKO missions, diplomatic community, donors, national governments and others. • Previous experience in a similar security advisory role essential. • Solid understanding of the UN system, integrated missions, principled humanitarian assistance. • Demonstrated improvements in programs or services including taking calculated risks on new and unusual ideas; thinking ‘outside the box’, showing an interest in new ideas and new ways of doing things. 	<ul style="list-style-type: none"> • Experience of working in South Sudan within the last 2-3 years essential



SKILLS/ ABILITIES	<ul style="list-style-type: none"> ● Strong analytical skills and demonstrated ability in writing briefing papers and other information products. ● Track record of producing various types of communications and information products including reviewing/editing reports, producing PowerPoint presentations, developing one-page memos, and protocols. ● Ability to communicate effectively with a diverse set of governmental and non-governmental stakeholders. 	<ul style="list-style-type: none"> ● Report writing skills, ● Interpersonal relations
PERSONAL QUALITIES	<ul style="list-style-type: none"> ● Strong sense of integrity; able to handle sensitive information with professionalism and confidentiality. ● Strong analysis and problem-solving skills with ability to think strategically and make sound action-oriented judgment. ● Self-starter; able to champion new initiatives and influence decision-makers ● Fluency in written and spoken English. ● Flexibility, multi-tasking, teamwork, and ability to improvise. ● Strong ability to work within and lead a diverse team as well to follow projects independently. ● Strong communication and interpersonal skills. ● Excellent computer literacy. 	<ul style="list-style-type: none"> ● Understanding the local context, culture and practices
OTHER COMMENTS:	<ul style="list-style-type: none"> ● All roles require a DBS/Police check 	

SOUTH SUDAN NGO FORUM

 25 JAN 2023

 NGO SECRETARIAL

Tearfund Juba, South Sudan Office

 25 JAN 2023

 Sign:.....

 P.O BOX 94, Juba

- Tearfund is a member of the SCHR Misconduct Disclosure Scheme
- Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure

How to Apply:

If you are the candidate we are looking for, please submit your CV and cover letter only in English as well as NGO Forum application form- which is attached with the Job Advert, Located in ECSS Compound, Hai Jerusalem detailing your experience for the post and include your daytime telephone contact. Applications online can be submitted to southsudan-recruitment@tearfun.org the subject matter of your email should be the title of the job you are applying for.

- Closing date for receiving applications is 14th February 2023 at 5:00pm CAT.

NB:

- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications. **Only short-listed candidates will be notified.**

