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SUMMARY

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| Job Title | Risk and Emergency Response Assistant Officer |
| Job Type | Local/National contract |
| Department | Programs |
| Supervisor | Deputy Country Director |
| Supervisees | N/A |
| Duty Station | Juba, South Sudan with occasional field travels |
| Experience Level | At least a 2 Years of experience in security, risk and emergency response |
| Key Relationships | Risk & Emergency Response Advisor, Heads of Area Offices, and Program staff and Country Office Staff |
| Opening Date | August 11, 2022 |
| Closing Date | August 30, 2022 |

About BRAC South Sudan

BRAC South Sudan is legally registered with the government of the Republic of South Sudan as a branch of Stichting BRAC International. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance. In 2017, BRAC South Sudan down-scaled its operations as a result of the heightened conflict, and in 2019 began to re-open operations in South Sudan, with a programmatic focus on education, health, youth empowerment, agriculture and livelihoods, water and sanitation, and climate change. BRAC South Sudan is currently working throughout South Sudan and has established area and branch offices in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal.

Job Summary

The Risk and Emergency Response Assistant contributes and Assists the Advisor in the overall security of BRAC operations in the country, including personnel, assets and programme operations, liaising with internal and external stakeholders. The RER Assistant also coordinates emergency response and acts as the backup focal point person on the Security and Safety for BRAC Humanitarian Programme team.

Principal Roles of the RERA

Risk and Security Matters

- Supervises all security officers working within an assigned Area
- Supervises contract security guards employed on periodic occasions for special functions.
- Investigate all complaints related to security ensuring remedial action is taken
- Establishes and prepares shifts scheduling for all security officers
- Responsible for programming and scanning all mails of a suspicious nature
- Establishes control procedures for issuance
- Responsible for programming and scanning all mail of a suspicious nature
- Undertake a comprehensive risk and security analysis of the facilities and operations of the organization and make recommendations to management
- Prepare, train on and implement risk and security standard operating procedures for the organization, at headquarters and in the field
- Monitor and advise on the security and risk environment relevant to staff, visitors and program operations, and recommend appropriate risk-reduction measures if needed, including circulating security updates and alerts

- Deploy, monitor and control guards at BRAC's country and field offices
- Investigate and manage security incidents systematically and efficiently
- Attend meetings, professional seminars, or conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations

Emergency Response Coordination

- Prepare an emergency response plan for the organization, with specific recommendations for management
- Train staff on preparations and actions for emergency response situations
- Cultivate effective working relationships and liaise with humanitarian organizations (UN and government) and counterparts at other NGOs, including representing BRAC in relevant UN cluster organizations
- Act as coordination focal point with the Humanitarian Programme team and other appropriate BRAC and BRAC International units

Required Experience/Qualifications and Skills/Competencies

Experience and Qualifications

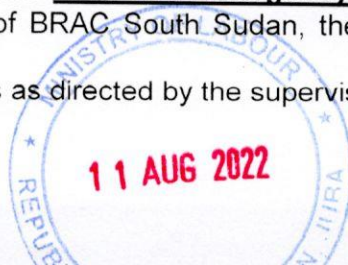
- 2 years' experience in security and risk management and emergency response in complex and fragile settings, preferably in South Sudan and/or East Africa
- University degree/Diploma in International Development, Peace Building Social Sciences or related is essential.
- In-depth knowledge of security risk management principles and associated processes and procedures
- Detailed understanding of major incident response mechanisms
- Significant experience planning for, training on and coordinating responses to human-made and emergency situations
- Demonstrated success in developing important stakeholder relationships, including in relevant cluster groups.

Skills and Competencies

- Thorough knowledge of the locations of all government departments and Senior officials
- ability to deal with tactfully and courteously with the public in answering their enquiries
- Ability to supervise, control and direct uniformed personnel.
- Ability to operate effectively under extreme circumstances, including stress and high security risks
- Flexible, adaptable and resilient
- Strong communication skills and fluency in English, both written and verbal
- Awareness and sensitivity to gender and diversity and has the ability to live and work in diverse cultural contexts in a culturally appropriate manner
- Willingness to travel within South Sudan
- Strong strategic and creative thinking capacity, combined with attention to detail
- Good interpersonal skills, judgment and problem-solving skills
- Commitment to BRAC South Sudan's organizational vision, mission and values.

Additional notes

- The responsibilities provided in this job description are not exhaustive and may be reviewed/revised from time to time by BRAC South Sudan management to enhance achievement of the organization's mission.
- In execution of these job responsibilities, the **Risk and Emergency Response Assistant Officer** will work closely with the RERA of BRAC South Sudan, the field teams and with relevant BRAC South Sudan units.
- The job holder may take on any other tasks as directed by the supervisor.



Interested candidates who meet the above requirements should submit their applications to the following email address jubahr-ssd@brac.net by 16:00hours August 24, 2022 Juba time or Hand Delivered at **BRAC Office Plot 15, L14 Atlabara Juba South Sudan**, late submissions will not be accepted. Should you have any difficulties, queries or need more information please contact our HR on jubahr-ssd@brac.net Due to the urgency of this recruitment, interviews will be conducted on an going basis and the position may be offered before the deadline. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex age, national origin, disability status, protected veteran status or any international

