



**Job Title** : Access and Safety Officer  
**Location** : Juba, South Sudan  
**Reports to** : Country Director  
**Project** : Admin  
**Start date** : As soon as possible  
**Application deadline:** 7<sup>th</sup> June 2022



### VALUES, VISION AND PURPOSE

In 2001, Food for Hungry began working in South Sudan. At Food for the Hungry, we operate under a set of guiding principles we call “The Heartbeat.” This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God’s call responding to human suffering and graduating communities from extreme poverty.

### BACKGROUND

Under the direct supervision of the **Country Director** and in collaboration with the project staff, The **Access and Safety Officer** is responsible for advising the Senior Leadership Team Members (SLT) on safety and security policy management and operational support to enable the safest and most effective implementation of Food for the Hungry programs and activities. The Access and Safety Officer will develop and implement Food for the Hungry Security plans, policies, and procedures that mitigate risk to staff, assets, programme operation, and reputation

### KEY RESPONSIBILITIES:

- 1. Support the implementation of Food for the Hungry’s minimum operating security standards (MOSS) at the country-level**
  - Monitor, evaluate and report security risk management, travel security and duty of care application and adherence of policy, standards and processes;
  - Facilitate security plans according to FH standards and use established processes, forms and templates;
  - Develop and conduct trainings and drills that support security awareness, standard operating procedures, contingency plans and emergency response;
  - Lead and in collaboration conduct risk assessments and risk treatment solutions on an ongoing basis;
  - Provide regular security updates and briefings to staff, including briefing of visitors and new staff inductions;
  - Promote local staff and international travel security standards wherever possible to and from the country office and manage adherence to the travel management policy;
  - Maintain development and compliance records and communicate compliance to the Country Director for onward attention to Regional Security Advisor or Global Security Department;
  - Maintain South Sudan data and update the global security training register using established criteria and registers;
  - In collaboration, develop and implement in-country journey management process;



**FOOD FOR THE HUNGRY**  
Airport Road  
CIC Building, Kololo  
P.O. Box 400  
Juba - South Sudan  
[www.fh.org](http://www.fh.org)



- Conduct site-specific security assessments for Food for the Hungry offices, warehouses, and other property locations and advise on new site locations;
- Coordinate with other team members to ensure staff know how to identify health risks, how to protect against illness, injury and stress, and how to obtain proper support or medical treatment;
- Ensure operational plans and budgets reflect responsibilities for staff management, training, support, security and well-being.
- Conduct site-specific security assessments for Food for the Hungry offices, warehouses, and other property locations and advise on new site locations;
- Coordinate with other team members to ensure staff know how to identify health risks, how to protect against illness, injury and stress, and how to obtain proper support or medical treatment;
- Ensure operational plans and budgets reflect responsibilities for staff management, training, support, security and well-being.

## 2. Provide Training and Influence

- Strengthen security awareness and skills of all staff;
- Food for the Hungry values team collaboration. The Security Manager will be responsible to support the integration of security into the operations so that administration and programs are strengthened and not hindered;
- Long-term mentoring and coaching of security focal points. This includes but is not limited to regular field visits, intentional coaching opportunities, developing individualized learning plans and continual encouragement. Collaboration with the Security Department on Food for the Hungry 's SFP development program. Ensure the SFP job descriptions match SFPs capacity. Dialog regularly with the Security Department on SFPs development progress;
- Engage and collaborate with senior leadership and programs to strengthen stakeholder acceptance approach and actions;
- Active participation and regular coordination with the country senior leadership team;
- Influence and coach the senior leadership team on their security and duty of care role and assist them to integrate security into every area of operations;
- Represent FH externally and in interagency forums and where security forums do not exist, create them;

## 3. Manage Threats and Incidents at the Country Level

- Communicate foreseeable and present security threats to staff and leadership, and use escalation protocols and procedures;
- Ensure threats that could impact FH country operations or personnel are being formally communicated accurately, succinctly and timely to leadership, staff and the Security Department;
- Initiate incident information management during a critical event and keep current all notes, logs, and information;
- Encourage and train staff and supervisors to actively report threats and incidents;
- Report and update incidents using the established protocols and IR platform;
- Conduct incident data analysis and share the information with country leadership and the Security Department

*\*Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*





## KEY QUALIFICATIONS, EXPERIENCE AND PERSONAL COMPETENCIES

- Bachelor's degree in Security management or related field; or equivalent combination of education and experience.
- Minimum three (3) years of working experience in security management with an International Non-Governmental Organization or other international organization; one (1) year in a high-risk environment; or equivalent combination of experience
- Proven competency in field-based communications systems such as HF Codan, Motorola VHF, Thuraya, satellite and incident mapping platforms desired.
- Proven experience developing and implementing security risk management standards, incident reporting and mapping processes.
- Demonstrated computer operating skills, including proficiency in Microsoft Office products, Google platform, and virtual technologies such as Skype and/or other virtual meeting software.
- Thorough knowledge of principles, theories and concepts in the area of discipline. Competent in all job functions with high-level understanding of the industry practices, techniques and standards.
- Develop solutions for a variety of situations and work on projects requiring evaluation and analysis. Refer to policies, practices and precedents for guidance; determine best course of action to achieve results.
- Collaborate with management and team members within the department and other areas of the organization. Represent the department internally or externally.
- Actions impact the success of the overall department and/or the organization. Failure to accomplish work or erroneous decisions may result in severe impacts to projects, revenue, or staff safety and wellbeing, and likely result in allocation of additional resources to remedy.
- Strong communication, both verbal and written, people management and interpersonal skills in English, with experience in leading, training, and coaching multicultural, multi-location, values-driven teams.
- Perform work with high integrity and a strong sense of professional ethics.
- Excellent planning, coordination, and reporting skills with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities, ensuring the efficient flow of information and processes.
- Medical fitness to live and travel in rural and urban areas with extreme conditions and limited medical support.
- Vibrant personal relationship with Jesus Christ and Christian commitment to serving the poor and in full agreement with FH's Christian foundation and beliefs as expressed in The Heartbeat: our Values, Vision, and Purpose.
- Proficiency in spoken and written English. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Safeguarding Policy.** Food for the Hungry (FH) strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented and it holds a zero-tolerance policy against sexual exploitation and abuse and harassment. Food for the Hungry expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that Food for the Hungry work is carried out in honest and fair methods, in alignment with the Food for the Hungry Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.





## HOW TO APPLY

Interested and qualified applicants are invited to submit their applications, CV and copy of National ID card to [fhss\\_recruitment@fh.org](mailto:fhss_recruitment@fh.org) or hard copy delivery at Food for the Hungry South Sudan Office in Juba located in Kololo CIC Africa Insurance building, during working hours to the attention of Human Resources & Administration Manager latest by 7<sup>th</sup> June 2022 at 5:00PM Central African time (CAT). Due to the urgent need of the position, the CVs/Applications received will be review on regular basis.

*This position is for South Sudanese Nationals only; female Candidates are strongly encouraged to apply. Only short listed candidates will be notified and the application documents received are not-returnable.*

