



JOB ADVERTISEMENT

SECURITY & HUMANITARIAN ACCESS COORDINATOR

Duty station: JUBA (With frequent visits to field sites)

Number of positions: One (1)

Date Issued: 21/10/2025

Closing Date: 7/11/2025

Category: National Staff Posting



I. Presentation of organisation:

SOLIDARITES INTERNATIONAL (SI) is an international humanitarian organization which for more than 40 years has been providing Assistance to population affected by armed conflicts and natural disaster by meeting their vital needs for food, water & shelter. Particularly involved in the fight against diseases linked to unsafe water, the first cause of death in the world. SI's intervention provides expertise in the field of access to drinking water, sanitation and hygiene promotion, but also in the essential areas of food security and livelihood. Present in around 20 countries, SI's team – 2000 people in total made up of expatriate and national permanent staff at headquarters and a few volunteers – work with professionalism and commitment while respecting cultures.

Solidarites International (SI) is determined to prevent and fight all types of abuse – all acts of Exploitation, abuse and /or sexual harassment (SEAH) Against members of beneficiary communities or collaborators against fraud, corruption, violation of peoples and/or property funding of activities harmful to human rights – that could be perpetrated in the frame of its interventions. SI implements a zero -tolerance policy regarding acts of SEAH.

Solidarites international is an equitable employer committed to fighting all forms of discrimination. SI will not ask for remunerations take part in a recruitment process.





GOAL / PURPOSE:

- On behalf of the Country Director, the Security and Humanitarian Access and Coordinator oversees the definition of access, safety, and security strategies, as well as the implementation of information gathering, analysis, and the necessary frameworks, both at the base level and in coordination with other agencies. He/she supports the development of a network of reliable information and key contacts. He/she ensures compliance with the overall SI regulatory framework in his/her area and ensures the proper implementation of the Minimum Operational Standards for Security and Access.

Priorities in the first 2-3 months

- Support the mission on access related issues (Sobat + ERRM notably) and implementation of the Access Framework
- Pursue and structure external access engagement coordination and participate in forums
- Bring up to speed recently hired positions in the department for liaison and security.
- Keep up to date with security management

RESPONSIBILITIES AND TASKS:

Contextual security monitoring and analysis

- Oversees the monitoring and analysis of the political, administrative, socio-economic, and security context at the national and regional levels.
- Develops and coordinates the system for collecting and capitalizing on information.
- Organizes and conducts regular security assessments, particularly in new areas of intervention and using appropriate institutional documents
- Maintains comparative monitoring of humanitarian actors' strategies in terms of security, safety, and access.
- Analyses information to understand the security context and adapt humanitarian operations in the field accordingly.

Security and incident management

- Supervises risk analysis exercises for bases and coordination.
- Organizes and implements the training plan related to access, safety, and security.



- Facilitates the monitoring and implementation of recommendations related to improving the management and framework of safety and security.
- Develops the critical incident management plan and ensures its implementation.
- Organizes the Incident Management Team (IMT) briefing.
- Assists in the preparation and validation of incident reports before transmission to HQ.
- Capitalizes on lessons learned after incidents, implements recommendations, and facilitates their follow-up.
- Facilitates the proper flow of security-related information on SI bases.
- Ensures that security and access management documents are updated at the country level (Constant Companion, Risk and Mitigation Measures Overview, country-level SOPs, etc.)

HUMANITARIAN ACCESS MANAGEMENT

- Contributes with Field Coordinators to the development of access strategies for the mission's various operational bases
- Supports the Country Director and Field Coordinators in updating the Access corpus documents.
- Ensures that access risks are validated at the appropriate level (DP/DR/DO) according to the risk identified in consultation with the relevant RASA
- Ensures the planning of the necessary funding for the implementation and improvement of the Safety & Security and Access frameworks

Supporting the teams

- Supports the various bases in detecting failures and proposing solutions, obtaining reliable, high-quality information, and drafting security reports.
- Proposes operational changes to the Country Director if necessary.
- Defines the content of security briefings and ensures their proper implementation.
- Conducts training/briefings/presentations on safety, security, and access based on identified needs.
- Visits bases and sub-bases to support the implementation of necessary measures and recommendations.
- Assists Field Coordinators in updating the SI base security and access packs: risk analysis, security memo, Standard Operating Procedures (SOPs) for movement and communication, contingency SOPs (evacuation and hibernation), access risk management, etc.



Compliance & coordination

- Ensures compliance with SI safety, security, and access procedures throughout the SI country presence.
- In conjunction with the relevant departments and teams, particularly logistics, monitors the proper implementation of minimum security and access standards (MOSAS) and all relevant security equipment.
- Alerts the Country Director, where appropriate, of any serious breaches of the SI operating framework.
- Develops, coordinates, and facilitates the maintenance of contacts with all key contacts/resource persons for matters related to access, safety, and security.
- Directly supports teams in negotiations related to access, safety, and security.

Reporting & representation

- Represents or accompanies the Country Director to meetings on security issues.
- Prepares reports on meetings concerning security issues.
- Regularly updates lists of external and internal contacts at the mission level.
- Ensures that incident reports are properly capitalized.
- Files and archives security-related documents at the mission level
- Produces sitreps or regular or ad hoc reports as needed and depending on the subject matter
- Establishes technical links with headquarters via the designated RASA



This list is not exhaustive and other related tasks (within the scope of the position) may be assigned at the request of the line manager.

III. Required Qualifications and Professional Experience:

- Minimum University Degree in Security Management or a related field
- Written and spoken fluency in English is mandatory, fluency in Arabic is preferred
- 3 to 4 years' previous experience working in a similar position with NGO
- Security manager must be perceptive, communicate clearly & share information.
- Must be a System Integration professional with excellent skills in management and training of personnel on security matters.
- Possess remarkable ability of oral and written communications



- must be familiar with national and state security rules and have ability to create organizational security rules
- Mastering Word/Excel/Outlook + mapping software
- must have safety preventions and security risk management skills
- Expertise in developing networks and implement security procedures

Line manager: Country Director

Contract: fixed-term contract of 6 months, extendable subject to performance & Funding.

Working hours: From Monday to Friday 7:30-4:30PM. As an executive job, some flexibility can be expected from the employee.

Basic salary: according to SI salary scale

Position open to nationwide applicants.



Please submit your application (CV, cover letter, photocopies of diplomas, certificates of employment etc....) to **Solidarites International Office in Juba, Plot No. AX III SS Block3, Hai Cinema Opposite Islamic Relief International.**

, In Malakal Office at the Humanitarian Hub & In Renk office Opposite WHO office in Suk Juma Along TC road.

You Can as well send your application on the below email,

Juba.adm.recruitment@solidarites-southsudan.org

Please note that Solidarités International keeps all applications. Files will not be returned to applicants at the end of the recruitment process.

Please note that CV's will be reviewed on a rolling basis and SI reserve the rights to close the application process when a suitable candidate is found. Finally, SI will appreciate indigens from Upper Nile state who are willing to live and work in Malakal to apply

Deadline for submitting applications is: 7/11/2025. Any Application sent after this date will not be considered.

SI strongly encourages women who qualify to the position to apply. Emphasis will be given to women with relevant qualification or experience.

