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Approved by
Inspector



Position: Training Officer
Reports to: Training Manager
Duty Station: Juba, with Frequent travel to INSO South Sudan Regional Offices
Start Date: Mid November 2021

INSO does not charge fees of any kind at any stage of the recruitment process (i.e., during the application process, interview meeting or training), and will not ask for employee information or bank account details, until a contract has been signed.

Organisational Background

Founded in 2011, the International NGO Safety Organisation (INSO) is an international charity that supports humanitarian aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services, including real-time incident tracking, analytical reports, safety-related data and mapping, crisis management support, staff orientations and training.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions. The organisation has grown from an innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

INSO provides daily support to 1000 NGOs operating in 14 of the world's most insecure countries and has earned a strong reputation for its performance, principles and professionalism.

As of April 2019, INSO is registered as a charity in the Netherlands with its global headquarters based in The Hague, the international city of peace and justice.

INSO South Sudan Country Office

INSO South Sudan launched operations in 2018 and currently assists 236 NGO partners in South Sudan. The programme provides the NGO community with tailored safety support through three main services: Capacity Building (provision of training to humanitarian workers); Information and Advice (provision of regular context reports, risk assessments and tailored advice on humanitarian access); and Response (support during crisis and critical incident management).



Main Responsibilities of the Position

Training Facilitation.

The position may require standing for long hours and delivering presentation to diverse groups of audiences.

The Training Officer will deliver classroom inputs and facilitate dynamic and interesting training courses as directed by the training manager, to include:

- Hostile Environment First Aid Training (HEFAT)
- Essentials of NGO Safety & Security Management Training (ESM)
- Advanced NGO Safety and Security Management Training (ASM)
- Crisis Management (CM)
- Personal Safety and Security Training (PST)
- Introduction to NGO Safety and Security (ISS)
- Humanitarian Negotiations Training (HN)
- Scenario-based planning
- Other relevant training as directed.

It is expected that the Training Officer will be able to take full charge of the planning, preparation, and facilitation of some of the training delivery when requested by the line manager.

Provide logistic support.

- Responsible to produce training presentations, course programmes, facilitator notes, lesson plans and aid-memoires as directed by the training manager.
- In coordination with the TM and TA.
- Contribute to the organisation of training logistics.
- Prepare training schedule.
- Advertise the courses.

Monitor course feedback systems.

- In conjunction with the Training Manager further develop course appraisal and feedback systems.
- Update monthly monitoring reports that contribute to INSO global training activities follow-up.

Elaborate and guide the strategy.

- Participate proactively in the development and delivery of INSO South Sudan strategy.
- Responsible for the capitalisation of training notes and materials and the development of INSO South Sudan institutional memory.
- Promote the development of new training courses with the Training Manager utilizing adult learning methodologies.



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Fabrice
16 Sept. 2021

Other responsibilities.

- Work closely with INSO South Sudan colleagues in the administration of procurement issues, finance and budget control, travel and accommodation booking for missions to the field.

The above duties are not exhaustive; flexibility is expected as you may be assigned any other duties that may not be listed above, to meet the needs of the programme.

Qualification and Experience

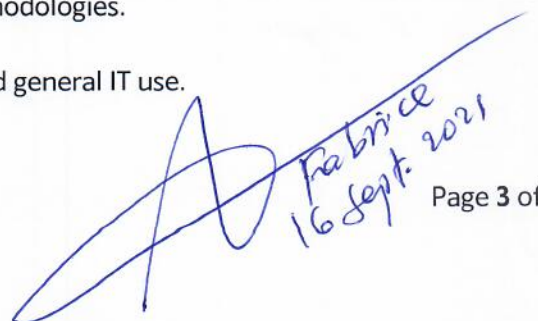
- Degree or Post Graduate Diploma in Social Sciences (Preferably Education, Political Science or Security) or equivalent relevant practical experience.
- Certified occupational experience of training delivery
- Security/Safety training course attendance.
- Evidence of knowledge and skills-based training delivery to junior staff and senior management.
- First Aid qualification – Advanced First Responder trainer highly desirable.
- Four years of experience in a Security/Safety training environment.
- Two years of experience with an NGO in a position dealing with safety/security responsibilities. (Security Focal Point experience is an added advantage.)
- Experience working within the South Sudan context is mandatory.

Key Personal Competencies

- Attention to detail
- Honesty and integrity. The holder must exercise a strong work ethic and take responsibility for his/her own actions.
- Exceptional organisational and time management skills; able to work under pressure and independently
- Willingness to learn and ability to work in a fast paced, multi-cultural and close-knit team to deliver tangible results on a deadline
- Ability and eagerness to learn.
- Capacity to work effectively and efficiently with minimum supervision.
- Flexibility with respect to working hours and tasks.
- Teamwork
- South Sudan is a hazardous environment the selected candidate must adhere to all security precautions and contribute to the security of the team. He must be able to exercise a large degree of common sense and personal discipline.

Skills required

- Thorough understanding of the contextual security environment for all geographic regions of South Sudan.
- Proven presentation/facilitator skills using adult learning methodologies.
- Good administration, logistics and budget capacity.
- Excellent knowledge of Word, Excel, PowerPoint, Internet, and general IT use.


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Languages

- English (working language): fluent, both speaking and writing.
- Fluency in any other two South Sudanese languages is an added advantage.

How to Apply

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by **30 September 2021, 16:00 hours** local time, and reference "**INSO Training Officer, Juba**" in the subject line of your email.

- Cover Letter specifying how you meet the mandatory requirements, your motivation in applying and what you hope to bring to INSO South Sudan (**1-page maximum**).
- Up to date CV (**2 pages maximum**).
- Contact information for 3 referees (preferably, work-related and from previous line managers)

Please do not send any additional information (such as certificates, copies of diplomas, other writing samples, etc.) and keep the total size of your application under 1MB.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office at Thongping, off Airport Road, near Kilimanjaro Apartments, Plot No.479 Block 3k-South, clearly indicating "**INSO Training Officer, Juba**" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted. We encourage all qualified candidates to apply, irrespective gender. INSO as an Equal Opportunity Employer.

Please no unsolicited emails or phone calls.



Fabrice Lunda
Operational Manager
[Signature]
16 Sept. 2021