

## VACANCY ANNOUNCEMENT

Action Against Hunger is a non-governmental organization whose aims and mission is to save lives by eliminating hunger, under-nutrition, particularly during and after emergency situations like disasters. Action Against Hunger focuses on nutrition, health and healthcare practices; food security and livelihoods (FSL); water, sanitation and hygiene (WASH) and advocacy. Action Against Hunger USA is currently looking for a qualified **South Sudanese Nationals** to fill in the position of **Access and Safety Coordinator** to be based in **Juba**

<b>Position:</b>	<b>Access and Safety Coordinator</b>
<b>Directly Reports To:</b>	<b>Country Director</b>
<b>Technical Supervisor:</b>	<b>Access and Safety Director</b>
<b>Starting date:</b>	<b>1 May 2026</b>
<b>Opening:</b>	<b>1<sup>st</sup> April 2026</b>
<b>Closing:</b>	<b>22<sup>nd</sup> April 2026</b>
<b>Location:</b>	<b>Juba with Field travel</b>

### About Action Against Hunger

Action Against Hunger-USA is part of the Action Against Hunger International network, which provides humanitarian relief in over 40 countries worldwide in the sectors of nutrition, health, water/sanitation, and food security. Action Against Hunger-USA, an independent NGO, currently manages operations in 8 countries: Kenya, South Sudan, Zambia, Tanzania, Uganda, Ethiopia, Haiti and Somalia. Action Against Hunger-USA has approximately 2000 staff based in the various country offices, Head Quarter in New York City and Operational Centre in Nairobi. Additional growth is anticipated.

### About the Country Program in South Sudan

Action Against Hunger has been operational in South Sudan since 1985, addressing both chronic and acute needs through a comprehensive multi-sectoral approach. Our programs integrate Nutrition, Food Security & Livelihoods, Water, Sanitation & Hygiene (WASH), Protection, and Gender interventions to strengthen resilience and improve community well-being. To implement these programs effectively, Action Against Hunger engages both national and international staff, with a dedicated country team of approximately 100 professionals operating across regional and satellite offices. Action Against Hunger currently operates in four regions: Warrap, Northern Bahr el Ghazal, Pibor and Jonglei states with a robust portfolio of \$15 million per year, covering emergency response, resilience-building, research, and innovation programs to drive sustainable impact. In 2024/2025, the key donors include ECHO, UNICEF, AICS, GFFO, SIDA, EHF, WFP, and other partners committed to supporting humanitarian and development efforts in the country.

### I. Summary of Position

Ensure that organizational Access, Safety and security policies and procedures are responsive to South Sudan context, adequate and known to staff, and advise on humanitarian access processes and approaches in close coordination with program teams. Under supervision of the CD, analyze Access and security trends, advise, update, and implement Action Against Hunger Security Management Plan, SOPs, contingency plans,



etc. Streamline humanitarian access approaches in line with humanitarian principles, humanitarian needs and South Sudan country strategy as well as manage security incidents.

The Access, Safety and Security Coordinator provides overall leadership, coordination, and strategic direction to mission in South Sudan. Under Technical supervision of Global Security Advisor, the Access coordinator shall be responsible for engaging key in country stakeholders in evidence-based Access initiatives to influence and lobby for program access safety to populations.

Access Coordinator and a diverse range of staff safety and security issues, as well as on the development of key positions and messaging around ACF specific operational contexts, Access issues to advance agreed CD directions and ACF overall vision. S/he will also coordinate efforts on Access and Acceptance providing a common voice for ACF field operations.

### Purpose :

- Monitor the evolving context, identify gaps, and analyze program data to inform proposals and new business development opportunities that improve service delivery, access, and coverage of lifesaving interventions.
- Provide technical support and oversight to Nutrition, WASH, Gender & Protection, and FSL teams, ensuring timely, effective, and scalable implementation.
- Review and refine implementation modalities to strengthen quality, accountability, and safety in program delivery.

### Engagement :

- Collaborate with Action Against Hunger staff, INSO, the South Sudan NGO Forum, and other partners on security and access issues.
- Build synergies across sectors to anticipate risks and safeguard staff and program activities.
- Represent Action Against Hunger externally with relevant stakeholders, ensuring that Gender and Protection are mainstreamed across all interventions.

### Delivery

- Lead and monitor day-to-day access and safety activities, providing technical oversight and regular supportive supervision.
- Ensure program delivery aligns with organizational policies, donor requirements, and safety standards.
- Produce high-quality reports for Action Against Hunger, donors, and stakeholders.
- Support operational coordination at all levels to ensure beneficiaries receive timely and appropriate services.

## II. Essential Rôles

### Access, Safety and Security Management

- Provide technical support to CD on all Access and Security policies, procedures, guidelines and planning for staff safety, operational security and program continuity;
- Collaboratively evaluate, review and support updating of Security Plans, Risk Analysis and associated Access security management plans for ACF South Sudan.

Reference and ensure compliance to ACF operations access Security Management Framework within the SMP and all annexes inclusive of gender security components.



- Work with CD and Field Coordinators to develop, consolidate and implement Access and Security operating procedures and contingency plans;
- Evaluate, review and update hibernation and evacuation plans for all ACF offices and residences in South Sudan and ensure that the practical preparations are in place and known to all staff involved;
- Conduct operations Access risk assessments of contracted and prospective offices and residences. Ensure Access compliance with safety and security standards, including planning for materials necessary to implement the safety and security measures
- Prior to deployment of field teams / emergency teams, ensure Security risk assessments are conducted in new operational areas
- In collaboration with logistics IT unit, undertake continual assessments of equipment, and the protocols by which that equipment is used, to ensure that minimal conditions for security are being met.
- Provide and implement best possible solutions for use of equipment to facilitate communication between staff, including here proposing safe alternative means of communication and equipment
- Day to day management of security in Juba operations, as well as ensuring oversight of security management in field bases.

#### Juba

- Line manage guards to ensure Office Access, Safety, security standards are maintained;
- Monitor vehicle movements in Juba to ensure that they follow security rules;
- Ensure that the office, guesthouse and cars are adequately equipped and respect security minimum standards;
- Manage the keys for the guesthouse rooms in line with the Guesthouse Key Management Policy and ensure the allocation of rooms to staff staying at the guesthouse;
- Draft incident reports for incidents that occur in Juba and share them with the Country Director prior to sending to HQ.

#### Field Bases

- Maintain twice daily contact (morning/evening) with Field Coordinators to follow the security situation in field bases;
- Support Field Coordinators in conducting security risk assessments;
- Support Field Coordinators to ensure that field bases and vehicles are properly equipped and respect security minimum standards;
- Receive and review incident reports from Field Coordinators and share them with the Country Director prior to sending to HQ;
- Maintain and update the incidents tracking database for the mission with all direct incidents affecting ACF and the most critical contextual ones in order to analyze trends and adapt our contingency and response procedures.

#### Humanitarian Access Management

- Develop ongoing relationships with relevant authorities as needed and other power brokers within South Sudan.
- Together with senior management team, heads of bases and CD, ensure ACF, its mission and work in the areas of operations is known and accepted.
- Identify factors affecting humanitarian access and security challenges captured in Security plans every quarter and problem solve with program teams



- Identify key actors for ACF Field Access networking collaboration and build ACF negotiated actor interests to work together via participating in value adding meetings or initiatives
- Support CD in delivering on Access and Safety meetings with key Somalia mission staff.
- Work to encourage stakeholders to work with ACF in ensuring that staff and programs are safe and allowed to continue humanitarian activities in South Sudan.
- Provide technical input and advice in assessments to consider new ACF programs in new geographic areas and during deployments of the emergency teams.
- In coordination with CD, HOD LOG and Heads of Bases, liaise with relevant security actors e.g., NGO Forum Security Focal Point, NGO Forum Security groups, other NGO security coordinators, UNDSS contacts, local community stakeholders, Governors, etc.
- Attend regularly security meetings with NGO Forum and other relevant coordination bodies

### **Monitoring, Analysis and Supervision**

- Ensure HEARO monthly and weekly reporting is maintained
- Responsible for the Country Security Metrics Performance
- Compile and submit monthly security reporting that track incidents and trends within the ACF's area of operation. Submit contextual updates as needed to the Country Director (CD).
- Manage SIRO platform and ensure all incidents are registered, followed up and analyzed
- Work closely with ACF teams in Field Offices in South Sudan to ensure all incidents and accidents are followed up with an official written report, which is then shared with relevant stakeholders and filed appropriately. Ensure also that final incident reports are provided when ACF is closing the case.
- Collect and compile all security reports for ACF South Sudan

### **Security Briefings and Trainings**

- Head of Operations is responsible for ensuring that all staff receives adequate training and briefing in how to respond to security and critical incidents.
- Provide security briefings to new joiners within the first 24 hours and provide staff with key security documents;
- Ensure that SoPs and security plans are in place that clearly outline how staff should respond to high risk or high frequency incidents;
- Ensure that regular briefings and trainings take place to ensure that staff have a full understanding of SoPs;
- Ensure that all staff have passed the ACF online security trainings prior to the arrival to the mission (Safety, Security and Kidnapping);
- Ensure that key staff are first aid trained in all field bases/teams
- Provide twice weekly security updates to staff in Juba;
- Update HoBs and the Country Director, through weekly briefings, of changes in the context and any potential risk to staff or operations

### **Representation and Coordination**

- As the security focal point for ACF nationally the Head of Operations should:
- Liaise with UN, NGOs and local authorities to ensure the coordination of ACFs security management;
- Ensure that ACF is appropriately represented at security meetings

### **III. Key Relationships**



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#### Internal

- Collaborate with senior leadership, finance, Program, Operations, and field teams.
- Coordinate with advocacy and HR departments for program alignment and staff development.

#### External

- Engage with implementing partners, INGOs, UN agencies and community-based organizations.
- Participate in clusters and technical working groups on safety and access matters.

### IV. Gender Quality Commitment

- Promote gender equality in access to information and opportunities.
- Ensure a safe and respectful work environment for all stakeholders.
- Prevent abuse, including workplace harassment and sexual exploitation.

### V. Fiscal Responsibility

- Ensure timely budget utilization and compliance with donor requirements.
- Monitor expenditures and provide guidance on resource efficiency.

### VI. Physical Demands

- While performing the duties of this job, the employee is required to sit for long periods and to concentrate on work, including typing, and turn out heavy volumes of work accurately, within short time frames under stressful situations in the context of a moderately noisy office with many interruptions. Must be able to proofread own work accurately so that only minor corrections are needed on an infrequent basis.
- The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### VII. Working Conditions, Travel and Environment

- The duties of the job require regular job attendance of at least five days per week. Must be available to work outside normal office hours or at the weekends as required.
- Must be able to travel as required for standard domestic and international business purposes. While performing the duties of this job in the field, the employee may be exposed to precarious settings under high security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

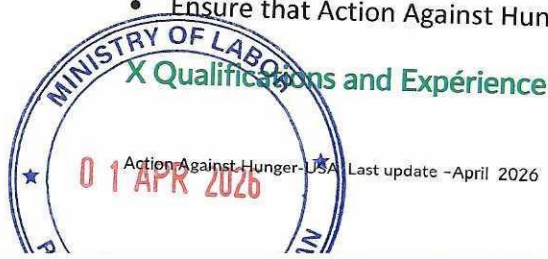
### VIII. INTERNAL & EXTERNAL RELATIONSHIP

#### Internal

- Supervision: guards (this may change over time to add direct reports)
- Line Manager: Country Director
- Technical Manager is HEARO Security Advisor
- UN, NGOs and relevant authorities, RRC; donors as needed
- Ensure that Action Against Hunger is appropriately represented at meetings

#### External

- UN, NGOs and relevant authorities, RRC; donors as needed
- Ensure that Action Against Hunger is appropriately represented at meetings



## Education

- Bachelor's degree in Social /Development/Humanitarian studies / Security/ military or other related field
- 5 years INGO experience with minimum one year experience as a Security Manager in an emergency context with an international NGO;
- 2 Years Operational Leadership Experience in an armed conflict context
- A formal security qualification or appropriate security management training

## Skills & Experience

### Essential

- Mature Personality able to have discourse with diverse profiles
- Ability to gain a precise understanding of the various local, regional, country and international policies, operational positions and interactions, providing clear dynamic briefings and analysis of given and unfolding security and political situations when they occur.
- Significant experience in working in insecure environment, preferably in South Sudan or the Middle East
- Proven experience to work within a multi-cultural, multi ethnic team;
- Competency in field based communications systems such as HF Codan, Motorola VHF, Thuraya, satellite and internet systems;
- Competency in Internet and Microsoft Office applications such as Word, Excel, PowerPoint.
- Strong communication skills;
- Strong understanding & experience of Humanitarian Principles
- Strong understanding of and commitment to gender equity and diversity
- English as native language or native language level of proficiency.

### Preferred

- Previous experience with Action Against Hunger
- Experience in South Sudan context
- Experience working in insecure environments

## IX. Commitment Anti-Discrimination and PSEA

We provide equal employment opportunities (EEO) to all employees and qualified applicants for employment without regard to race, color, religion, gender, ancestry, national origin, age, handicap, disability, marital status, or status as a veteran. The incumbent is required to carry out the duties in accordance with the Action Against Hunger Safeguarding policies (PSEA, Child safeguarding and Code of Conduct). Action Against Hunger-USA complies with all applicable laws governing nondiscrimination in employment.

### Application Process.

To apply, please! Send your Cover letter and CV as one document, your ID card, and only one highest academic document as a second attachment, do not zip your application. And three professional references to [recruitment@ssd-actionagainsthunger.org](mailto:recruitment@ssd-actionagainsthunger.org). Specifying the role you are applying for and Location: Safety & Access Coordinator, as the title of your email before 5:00 pm 22 April, 2026, or Hand delivered to Action Hunger Office in South Sudan-



(However we strongly recommend online Application). We do appreciate your interest in working with us; however, only shortlisted Candidates will be invited for an interview.

