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APPROVED
15 JUN 2022
REPUBLIC OF SOUTH SUDAN - JUBA

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Safety and Security Officer
Department:	Safety and Security
Location:	Juba
Reports to:	Safety and Security Manager
Provides supervision to:	N/A

Position Summary: Under the direct supervision of CARE South Sudan’s Operations and Safety Manager (OSM) and working closely with Country Security Officer and South Sudan sub-office Area managers, Program Coordinators, the Safety and Security Officer (SSO) will ensure that CARE staff in South Sudan can accomplish project goals in a safe and secure manner. The South Sudan Safety and Security Officer will develop appropriate relationships which will foster the establishment of a security- and risk-related information-gathering network. Further, he/she will develop a set of policies and procedures manuals that include minimum security guidelines, security protocols and safety standards, in coordination with the OSM, Area Managers and Program Coordinators. The individual will work closely with the CARE OSM to ensure adherence to the security standards which will be monitored and reviewed regularly and updated as necessary given the changing security context. He/She will provide ongoing advice and guidance in relation to such things as establishing curfews where needed, money management policies and practice, dealing with checkpoints, physical security upgrades, and staff preparedness for handling emergencies. He/She will also liaise with sub-contracted security company(s) to ensure smooth and timely provision of guard forces.

Reporting: The South Sudan Safety and Security Officer will report directly to the South Sudan Operations and Safety Manager (OSM) for technical assistance. The South Sudan Safety and Security Officer will communicate regularly with the Program Coordinators, plus designated security contacts to provide advice and counsel, help solve problems, and facilitate dialogue between all CARE’s in-country Programs and Projects to ensure that at least the minimum standard set of safety and security policies/guidelines are followed to safeguard all CARE’s staff and assets.

CARE SOUTH SUDAN
care
15 JUN 2022
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Juba - South Sudan
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Essential Job Functions:

Safety and Security Management:

- Develop and/or update each CARE-South Sudan site Safety and Security Contingency Plan (SSCP) which includes risk and evacuation plans, ensuring that they include a detailed threat assessment, standard operating procedures (personnel movement & transport, telecommunications, incident reports, etc), physical security, contingency plans, medical plans, evacuation plans, and detail measures to be taken in the event of critical incident.
- Ensure adequate dissemination and training on the SSCP to CARE in-country staff, as well as visiting staff, consultants, partners, etc. as required. This includes providing ongoing training and mentoring for all staff on a regular basis, but particularly security focal points, drivers and heads of offices. (Training may include first aid training, fire fighting, and other related training as needed.)
- Conduct office and residential security surveys and recommend physical security measures to the OSM, staff members, and any designated counterparts.
- Coordinate incident preparedness training, including evacuation, first aid and fire fighting training, for both international and national staff.
- Conduct regular reviews of safety and security procedures and assist OSM in enhancing standards to meet policies in accordance with CARE's Security Management Plan.
- Continue to build links and coordination structures with the NGO Security Forum, the UN, other NGOs as appropriate, and other key stakeholders and implementers to share, collect and analyze security information.
- Disseminate and review security reports as needed. The reports should adequately summarize key incidents, analyze trends, and provide detailed recommendations.
- Establish and implement a formal system to ensure that in-country staff, including visiting staff, consultants, and implementing partners, are briefed upon arrival in-country, and updated as necessary, to be fully cognizant of prevailing security threats, and fully advised on means to reduce staff vulnerability to those threats.
- Support field security focal points and Area Managers / Coordinators to review security procedures, ensure up-to-date information is in place and that all security equipment is operational. This includes development and maintenance of security trees, contact information, contingency plans and stores.





General Management and Administration

- Support CARE South Sudan leadership in the areas of security preparedness and planning, assessments, and response. Oversee and monitor performance of CARE's contracted security company(s).
- Represent CARE and coordinate amongst all actors (state, military, UN, NGO, etc) on all matters pertaining to safety and security, including sharing of relocatable staff numbers, establishment of security contact trees etc.
- Set the standards for security and ensure that all staff understand individual and collective responsibilities for security and safety; ensure that security planning becomes an integral part of day-to-day operations.
- Hold regular security meetings in all CARE program sub-offices in South Sudan, and provide an opportunity for staff to voice security-related concerns.
- Record and report immediately all significant threats to staff and security, and all security and safety incidents to national and regional offices.
- Supervise and enable safety and security standards amongst all staff to maintain compliance with agreed upon policies and procedures, including transportation security.
- Work with OSM (and/or designate) and program staff to ensure budgeting in Projects takes place to allow procurement of any items needed to upgrade physical security measures in accordance with the local risk level. This includes but is not limited to guards, fencing, locks, security lighting, compound lighting, communications, alarm systems, first aid and firefighting equipment.
- Advise on site selection for office building(s) and residential accommodation.
- Provide advice and support to OSM, as necessary, for personnel reference and background checks, balance of staff composition (e.g. tribal, gender); problem vendors or disgruntled suppliers; management and administration of security company contract.

Outputs

1. Comprehensive security plans for each designated sub-office established and in use.
2. Trained staff and an institutionalized practice for maintaining and upgrading security knowledge and practice as necessary.
3. Formal Coordination links with other actors (NGOs, UN, etc) in use.
4. Security reporting procedures used to include SIMson as required.
5. Security systems and procedures for visitors are in use.





Experience

- First Degree preferred
- Minimum of 3 years of experience in professional security related field, including a minimum of 2 years of humanitarian aid experience.
- Demonstrated experience in security analysis including experience in developing security related technical tools guidelines and systems. Knowledge of security measures appropriate to the NGO community in an international setting.
- Experience with assessment, evaluation, analysis and strategic planning skills.
- Experience living and working in diverse cultural contexts in a culturally appropriate manner.

Skills

- A team player who is able to support local and international staff and also able to work with vulnerable communities in a sensitive and participatory manner.
- Good written and oral English language communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- High level of integrity; trustworthy with a clear commitment to CARE's core mission and values.
- Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Proven resiliency, flexible and adaptable.
- Demonstrates awareness and sensitivity to gender and diversity. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Demonstrates leadership with good people management skills and supports learning and development amongst colleagues and vulnerable communities. Highly organized even within a fluid working environment and has a capacity for initiative and decision making initiative.
- Ability to teach/train on safety and security measures.
- Strong information management, telecommunication, and computer skills.
- English proficiency required. Juba Arabic a desired.





HOW TO APPLY

The position will be based in Juba. This position is ONLY open to South Sudanese Nationals. Opening Date **15th June 2022** and Closing date CARE South Sudan receiving application will be **4th July 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.