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Approved
17/09/2019

VACANCY ANNOUNCEMENT

Position: Deputy Safety Advisor

Reporting: Safety Advisor/Deputy Country Director

Duty Station: Juba (with occasional travel to other areas in South Sudan)

Closing Date: 07 October 2019



INSO does not charge any fee at any stage of the recruitment process (i.e. during the application process, interview meeting or training). INSO is not concerned with information on applicants' bank accounts.

Organisation 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 innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

Today, the Organisation provides daily support to more than 850 NGOs in twelve of the world's most insecure countries and has earned a strong reputation for its performance, principles and professionalism.

INSO South Sudan Office:

INSO South Sudan launched operations in 2018 and currently assists approximately 200 NGO partners through its main office in Juba. Specifically, 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).

Job summary:

The Deputy Safety Advisor will work with the Safety Advisor to fulfill INSO's core mission of helping NGOs understand the context in South Sudan and to mitigate risks. The Deputy Safety Advisor will be involved in information collection and data input, analysis and reporting, networking with various stakeholders, among other areas. They will also support the Safety Advisor in the management of a local information network.

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The Deputy Safety Advisor will be outgoing and resilient, with the ability to analyze complex security issues and contexts, give sound practical safety and security advice, communicate with an excellent standard of English both verbally and in writing, and above all else share INSO's commitment to humanitarian principles.

Main Responsibilities:

- Collect and verify incidents and events in the region that relate to the safety of NGO workers operating in the area.
- Manage and update incident databases to ensure the organization's records are accurate and complete.
- Assist the Safety Advisor to prepare and issue regular reports, area assessments, and other INSO products requested by the aid community.
- Work with the Safety Advisor to analyze the operating environment and identify trends.
- Attend regular humanitarian coordination meetings to build relations with partners and remain up-to-date on humanitarian activities in the area.
- Use data and databases to create charts, data visualizations, and maps.
- Work with the Safety Advisor to identify, hire and train field monitors for the purposes of ensuring robust and even information collection.
- Translate relevant communications from local language(s) into English and vice-versa.
- Support the Safety Advisor to plan trips to meet with stakeholders.
- Support the Safety Advisor to assess regional risks.
- Build relations and engage with UN actors, NGO partners, local authorities and local communities to understand community perceptions.
- Cover the Safety Advisor and Assistant Safety Advisor roles in their absence.

Mandatory requirements:

- Bachelor's degree or equivalent certification in one of the following: Journalism, Communications, Conflict Studies, Political Sciences, History, International Affairs, Security Studies, Criminology or any other relevant fields.
- Professional working proficiency in English and one or more local languages with excellent writing skills in both.
- Willingness to frequently travel from Juba to other areas of the region.
- A good understanding of NGO safety best practices and a willingness to learn.
- A proven ability to develop and maintain working relationships with partners.
- Excellent computer skills and knowledge of Windows and Microsoft Office programs.
- Previous experience with or demonstrated capacity to learn how to work with data analytics tools.

Desired characteristics (applicant should have one or more of these)

- Two or more years of work experience with NGOs.
- Demonstrated understanding of humanitarian principles and practices.
- Deep understanding of the South Sudanese operating environment and its historical context as well as knowledge of Juba and surrounding areas.
- Demonstrated capacity to work with minimal supervision and maintain a high level of engagement with a diverse range of stakeholders.
- Multi-lingual and/or cross-cultural or international experience.
- Experience managing staff and field teams.

- Experience providing training or capacity building.

Terms and Conditions: *Renewable Annual Contract (probation period during the first three months), salary according to INSO salary grid, 21 working days annual leave per annum, medical coverage for the employee and up to 4 dependents.*

INSO's Safeguarding Policy:

INSO is fully committed to safe recruitment, selection and vetting of all potential new staff, trustees and volunteers and we will ensure rigorous compliance with our Code of Conduct and Safeguarding policy throughout the recruitment process. As such, the following safe recruitment practices will be applied:

- All offers of employment will be conditional on receiving at least three satisfactory professional references;
- INSO will ask candidates about significant gaps in employment history or frequent changes of employer and address;
- All essential qualifications and relevant professional accreditations and memberships will be verified;
- The successful candidate will be required to provide a valid proof of identity (passport, ID card) and CID certificate of good conduct;
- All new hires will receive an orientation in INSO's safeguarding policy and procedures and associated documents (Code of Conduct, Whistleblowing etc.);
- All new hires will be required to sign and abide by the Code of Conduct as a condition of employment.

How to Apply:

Interested applicants are requested to send the following to jobs@ssd.ngosafety.org by **07 October 2019, 1700** hours local time, and reference "**INSO Deputy Safety Advisor, 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 Thongpiny, off Airport Road, near Kilimanjaro Apartments, **Plot No.479 Block 3k-South**, clearly indicating "**INSO Deputy Safety Advisor, 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.



Done in Juba, 17th October 2019

[Signature]
Fabrice Lunda
Operations Manager