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Approved by
Inspector



Position: Deputy Safety Advisor Wau
Reports to: Regional Safety Advisor
Duty Station: Wau Town
Start Date: Mid-October 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 Deputy Safety Advisor

The position reports to the Safety Advisor for Greater Bahr Ghazal Region and assists with:

- Collection and verification of incidents and events that are relevant to the safety of NGO workers operating particularly in Western Bahr El Ghazal and Northern Bahr El Ghazal states.
- The development and day-to-day management of the Greater Bahr El Ghazal team's information network, collection of information from field monitors, and drafting of daily morning briefs to inform report writing and database entry.



- Preparation and dissemination of timely, accurate and relevant alerts and reports that serve the aid community in South Sudan, with guidance and supervision from the Safety Advisor.
- Collection of information and assisting the Safety Advisor with contextual analysis to inform a wide array of INSO products, including area assessments and county/state profiles, as well as biweekly and quarterly reports.
- Daily monitoring of relevant print and media platforms.
- Providing administrative support to the Safety Advisor in Wau, including coordinating with the finance and logistics teams in the country office for both ad hoc and routine tasks (stock requests, usage report, collection of quotation on a need basis, archive/filing, labor office liaison on a need basis...), and providing logistical support locally including for transport arrangements for field missions
- Visualizing data by using charts and mapping tools (training in use of our comprehensive database and chart/mapping tools will be provided).
- Planning and delivery of INSO roundtable discussions with relevant partners and stakeholders covering statistical trend analysis and discussion on contextual developments in each state.
- Strengthening relations with NGO partners by meeting them on a regular basis and actively reaching out to non-registered NGOs for promoting INSO.
- Translation of relevant communications from local language(s) into English and vice-versa.
- Providing ad hoc services on request, such as visits with partners and meetings with stakeholders under the Safety Advisor's direction.
- Coverage of tasks of other Deputy Safety Advisors in the region during their absence.

Mandatory Requirements

- Bachelor's degree or equivalent certification in either Journalism, Communications, Social or Political Sciences, History, International Affairs, Security Studies, Criminology, or other relevant fields. Three years of documented, relevant, and recent work experience within any of the above fields may be accepted in lieu thereof.
- Firm understanding of basic security principles, and demonstrable ability to apply them, both when advising partners and in mitigating personal risk during travel and work in the field.
- Demonstrable knowledge of and keen interest in the current contextual landscape in Greater Bahr El Ghazal Region and specifically in Western and Northern Bahr El Ghazal states.
- Excellent understanding of the humanitarian principles.
- Proficiency in basic computer skills (e.g., typing) and fluency in MS Office and Microsoft Windows.
- Professional working proficiency in English and one or more local languages with excellent writing skills in both.
- Ability to frequently travel from Wau to other areas of the region.

Key Personal Competences

- The holder must display a high degree of ethics and with a high sense of responsibility.
- A positive, proactive "can-do" attitude with eagerness to learn and develop as a career professional.
- Ability to work and thrive in a culturally diverse team of employees with different nationalities, religious, and ethnic backgrounds.
- Proven ability to develop and maintain professional working relationships with both national and international partners and stakeholders.
- The holder must display ability and interest in developing the capacity of field monitors and newcomers to the team.
- Ability to undertake often complex tasks on short notice, work effectively within strict publication deadlines and with a commitment to always ensure the highest quality in all our products.

This position requires a degree of flexibility with respect to working hours and duties. INSO does not pay overtime but may compensate with time off at the supervisor's discretion.



International NGO Safety Organisation



Desirable Characteristics (Applicants SHOULD have 1 or more of these)

- Two or more years of work experience with NGOs, preferably in field- or security-related positions
- High degree of self-reliance and demonstrated ability to work independently with a consistent and high level of engagement.
- Cross-cultural or international experience.
- Staff or team management experience.
- Previous experience with or demonstrated capacity to learn how to work with statistics and data analysis tools.
- INSO is committed to ensuring a gender-balanced team and strongly encourages female candidates to apply.

Terms and Conditions: *Renewable Six Contract (probation period during the first three months), salary according to INSO salary grid, 21 working days annual leave and, 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 two 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 (ID card).
- 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 close of business on **29 September 2021**, with reference "**INSO Deputy Safety Advisor - Wau**" 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.) with the initial application.

Alternatively, applications in hardcopy can be submitted in a sealed envelope to our Juba office in Thongpiny, Florian Road (off Airport Road, near Kilimanjaro Apartments), **Plot No.479 Block 3k-South or at ACTED office in Wau**, clearly indicating "**INSO Deputy Safety Advisor – Wau**" on the envelope.

Only candidates that strictly follow the instructions above will be considered. Only shortlisted candidates will be contacted.



International NGO Safety Organisation

Fabrice Lunda
Ops. Manager
[Signature]
INTERNATIONAL NGO SAFETY ORGANISATION
ANALYSIS & ADVICE FOR HUMANITARIANS
07 sept. 2021

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