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Approved by
25/01/2024
Minister of Labour

JOB ADVERTISEMENT

Job Title:	Safety & Access Officer (1 Position)
Location:	Juba
Reports to:	Safety & Access Manager
Posting Date	25 January 2024
Closing Date	13 February 2024

General Description of the Programme

Established in 1977, GOAL is an international humanitarian and development agency, with a team of 2,400 personnel, dedicated to alleviating the needs of the most vulnerable communities. Currently operating in 14 of the world's most vulnerable countries, GOAL delivers a wide range of humanitarian and development programmes, ranging from humanitarian relief in disaster situations, to focusing on nutrition, food security, and building greater resilience and sustainable livelihoods.

GOAL has been working in South Sudan since 1985 with a focus on Health, Nutrition, WASH, Food Security, and livelihood interventions, and is continually adapting and responding to the context to support the people in need. GOAL currently operates in Abyei Special Administrative Area, Kajo-Keji, Twic (in Warrap State), Renk, and Ulang Counties and is working to expand its operations to other parts of the country where humanitarian needs are immense.

Job Purpose

Under the direct supervision of Safety and Access Manager (SAM), Safety and Access Officer (SAO) is responsible for facilitating the safety and security of GOAL personnel and assets and will be responsible for monitoring, planning, assessing, and keeping up to date the security situation of GOAL areas of operation in South Sudan. The SAO is expected to know local languages, excellent understanding of local context and ability to analyse it, expected to provide timely and high-quality safety measures in addition to Humanitarian Access programming technical support to GOAL staff and management and partner teams. Promoting a healthy and safe environment for GOAL staff in offices and work sites. Enhance ability of programme delivery maintaining quality and effectiveness, strengthened accountability.

Main Responsibilities

Duties and responsibilities

Network & Access

- Establish and maintain contact with various actors (local authorities, NGOs, UN agencies, security forces, etc...).
- Work with program teams at field level to build network and acceptance in local communities where GOAL operates.
- Advise the leadership on the possibilities of access to the different counties.
- Develop ongoing relationships with community leaders and other power brokers within GOAL operational areas. Work to ensure that GOAL, its mission, and work within the GOAL operational areas are known and accepted. Work to encourage stakeholders to work with GOAL ensuring that staff and programmes are safe, secured and allowed to continue humanitarian activities. The SAO is required to be ethical and responsible in dealing with various actors for GOAL operations.

Planning and Documentation

- Organize and produce safety risk analyses (SRA) in a participatory and regular manner as needed.
- Participate in the development of Safety Plans including appropriate procedures and contingency plans.
- Ensure that all documents are up to date and operational.





- Evaluate and maintain contingency plans adapted to the local context, in operation area, for critical incident management, evacuation, hibernation and travel specific to GOAL South Sudan project sites.

Information and Analysis

- Closely monitor developing situations, identify, and report all the safety information, updates, and events, especially those could have an impact on GOAL operations.
- Work closely with all staff to ensure that safety and security incidents are reported in accordance with GOAL standards.
- Provide and share daily safety report, required to comply with standard format and preparation of safety report, and provide weekly safety updates.
- Monitor open sources to collect, compile and report information including incidents and trends pertinent to humanitarian access in area of responsibility.
- Work closely with GOAL field management teams to ensure all incidents are followed up with an official written report.
- Assist to monitor the operating environment, identify new threats, assess GOAL vulnerabilities, and recommend possible responses.
- Contribute to local-level conflict sensitivity analysis and macro- level analysis of trends.

Trainings and Briefings

- Provide an on-arrival security briefing to all the visitors and new staff.
- Identify staff training needs.
- Provide ongoing training for drivers and guards, as well as for other staff as necessary.
- Assist SAM to build up the capacity, awareness, and preparedness of staff to deal with safety-related risks, threats, and incidents through the delivery of high quality, regular trainings/ briefings to all staff and GOAL visitors as deemed necessary.
- Render administrative support to SAM in providing regular training for GOAL staff on security preparedness, prevention, and response. Training(s) may include SOPs; Contingency Plans (CPs); Safety Management; Incident Reporting; Prevention and Response Mechanisms; and Communications.

Building safety

- Ensure the monitoring and replacement of safety equipment in GOAL buildings (fire extinguishers, etc.)
- Ensure the renewal of emergency stocks (First Aid, hibernation kits etc) in GOAL offices and guesthouses, assess the physical working environment of offices and guesthouses to ensure they are not exposed to risks.
- Ensure that each GOAL office and guesthouse has an evacuation plan in case of fire.
- Conduct regular security & safety assessments of offices, satellite offices, camps, warehouse to identify any vulnerabilities and give appropriate recommendations.
- Ensure having security guards in all GOAL facilities with supervision and planning.
- Ensure GOAL premises are properly managed safety wise.

Monitoring, Analysis, and Incident Management:

- The SAO will provide support in the event of a safety incident affecting GOAL staff member.
- The SAO may work on any other task requested by his/her supervisor, including support to the programme or support services teams.
- Compile and submit daily security reporting that track incidents and trends within the GOAL area of operation.
- Submit contextual updates as needed.
- Safety training and orientation of staff and visitors
- With the support of the SAM, required to provide safety trainings to GOAL staff, based on the findings of the Safety Risk Assessment and/or need of the staff at the field level.
- Maintain, review, and update the pre-departure brief in the GOAL operational areas.
- Maintain, a tracker of briefed staff and visitors on orientations, and trainings.
- Leading by example as an active contributor to protection of GOAL staff and assets



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Other tasks as required Assigned.

- The Direct supervisor/ technical supervisor, SMT or Field Coordinator shall assign other duties and responsibilities other than listed above based on the needs or necessities for attainment of GOAL objectives or operation at field level.

Gender Equality and Protection:

- S/he is expected to contribute to the GOAL's global agenda of gender equality at workplace and in programming. This could mean making the right decision using gender lens during recruitment, promotion, termination, and other actions. Contribute to a workplace that is inclusive for all staff and avoid any form of discrimination. Play good role to support the field office and country office by sharing any related concerns timely or suggesting best ways to attain equality and protection sensitive work environment.

Job Requirements (Qualifications & Experiences)

- A university Degree or higher national Diploma in social sciences/ public administration/ International relations or a field related to humanitarian work or risk management.
- Safety training or experience in the field.
- At least 2-3 years experiences in the safety field or training skills specially in safety and law enforcement institution is desirable.
- Good knowledge of MS Office and computer tools used by GOAL.
- Good knowledge of the environment and humanitarian principles.
- Highly organized.
- Ability to work independently.
- Flexibility to work in different locations. Frequent travel into operation sites.
- Excellent level of written and spoken English and Arabic – other South Sudanese local languages will be a plus.
- Previous experience working in Twic, Abyei, Renk, Ulang, Kajo Keji and Juba in similar position will be an advantage.
- Competent report writing
- Training in first aid and fire safety

Interpersonal Skills

- Ability to work closely, professionally, and constructively with others regardless of nationality, ethnicity, gender, religion, race, tribe, or cultural background.
- Sound judgment and the ability to work under minimal supervision.
- Strong assessment, evaluation, analysis, and planning skills.
- Interpersonal communication and proven written / presentation skills.
- Demonstrated ability to work under stressful conditions.
- Demonstrated knowledge of the historical and socio-political context.
- Flexibility and ability to work long hours.



Equal Opportunities

GOAL supports diversity and strives to create a discrimination free work environment where staff are supported to reach their full potential regardless of identity factors such as ethnic background,



gender, colour, age, disability, marital status, religion, etc. GOAL continually seeks to strengthen leadership on, and capacity for, gender equality work supporting staff to understand how gender affects their own lives as well as the lives of people in the communities where we work. GOAL is committed to equal opportunities in employment and staff training.

To promote gender equality in our work force, qualified female candidates who meet the above job requirements are strongly encouraged to apply.

Safeguarding

Children and vulnerable adults who meet GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

Accountability within GOAL

Alongside our safeguarding policy, GOAL is an equal opportunities employer and has a set of integrity policies. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

- Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Application procedures

Interested Persons who meet the qualifications, experience and skills are required to submit their applications through the below:

1. For online applications, candidates are advised to submit your cover letter, updated CV plus copies of academic certificates & Nationality ID to goaljobs@ss.goal.ie . **Your attachment must not be more than 5MBs.**
2. For candidates who will wish to submit their applications in hard copy, drop your applications at GOAL head office located along Kololo Road near Sector four Police post in Tongping clearly addressed to the Human Resource Department, GOAL South Sudan P.O Box 166 Juba
3. Note, this is a national recruitment for South Sudanese citizens.

