

**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**  
Vacancy No. MAK 2023/28/09/003



**Who we are:**

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 and currently working on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

**Country and Project Background:**

The Danish Refugee Council (DRC) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees to access their rights in a safe and secure environment. Currently DRC is operational in greater Equatoria, Unity and Upper Nile, Jonglei and Western Bahr El Ghazal States, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, Food Security and Livelihoods, Demining and peacebuilding.

**DRC Seeks to Recruit:**

Position Title	<b>Safety Officer (1 position)</b>
Reports to	<b>Area Manager</b>
Duty Station	<b>Malakal</b>
Contract Type	<b>Standard</b>
Employment Start Date	<b>As Soon as Possible</b>
Salary	<b>According to DRC Salary Policy</b>
Eligibility	<b>South Sudanese Nationals Only</b>
Advertisement posting date	<b>28<sup>th</sup> September 2023</b>
Advertisement Closing Deadline	<b>18<sup>th</sup> October, 2023</b>
Mandatory requirement for application	<b>Labour card MUST be attached without which your application will not be considered.</b>





### **Overall purpose of the role:**

The Safety and Security Officer (SO) is responsible for ensuring the proper application of DRC's Safety Risk Management System (SRMS) under the direction of the Area Manager. The SO will identify a range of risks in the context where DRC operates and provide advice on how best to mitigate these risks. The SO will provide daily briefings and context assessments as well as cultural briefings and will travel to the field at short notice to assist the projects where needed. Under the direction of the Country Safety Coordinator, the SO will manage improvements to the infrastructure in DRC compounds and field sites and will make recommendations to the field teams in close cooperation with the Country Safety Coordinator.

### **Responsibilities:**

- Advise and update the Area Manager and Country Safety Coordinator on all security matters within the mission.
- Ensure that safety regulations and related emergency evacuation plans delegated by the Country Safety Coordinator are implemented and identify where recommendations have not been followed.
- In close cooperation with the Area Manager and in consultation with the Country Safety Coordinator, conduct scheduled and ad hoc risk assessment with accompanying mitigation strategies and contingency plans.
- Supervise and monitor security providers (Guards) in charge of office and residence security.
- In close cooperation with the Area Manager/Country Safety Coordinator, investigate all critical incidents.
- Maintain information networks and liaison with security and law enforcement agencies as well as local security focal points and other organizations within the mission area.
- Contact authorities and other stakeholders and provide awareness about humanitarian principles to various groups.
- Oversee and control the distribution of Danish Refugee Council ID cards.
- Support the Country Safety Coordinator in the delivery of training seminars for all DRC personnel.
- Submit SITREPs as required / requested.
- Update Country Safety Coordinator accordingly on the overall security situation.
- Maintain a security situation map.
- Be updated on all DRC movements within the mission area.
- Travel to the field sites for routine and ad hoc visits to offer security advice and training

### **Experience and technical competencies: (include years of experience)**

#### **Essential:**

- Minimum 3 year of experience with an international organization
- Minimum 1-year deep field experience as security focal point / manager
- Proven experience using a range of communications measures to update managers of evolving security situations
- Flexible, team player, calm under pressure
- Excellent communication/negotiation skills



- Willingness to travel to the field with minimal notice
- Fluency in English, Juba Arabic and at least one other South Sudanese language
- **Desirable:**
  - Previous experience in a medical capacity
  - Proficient in Microsoft Office Package

<p><b>Education:</b> (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> <li>● Diploma in Security Management, or any related field—professional experience will be accepted in lieu of formal qualifications</li> </ul> <p>Computer literate</p>	<p>Find the definition of DRC's Core competencies <a href="#">here</a>  <b>All DRC staff should master the 5 core competencies:</b></p> <ul style="list-style-type: none"> <li>● <b>Striving for excellence:</b> you focus on reaching results while ensuring an efficient process</li> <li>● <b>Collaborating:</b> you involve relevant parties and encourage feedback.</li> <li>● <b>Taking the lead:</b> you take ownership and initiative while aiming for innovation.</li> <li>● <b>Communicating:</b> You listen and speak effectively and honestly.</li> <li>● <b>Demonstrating integrity:</b> you act in line with our vision and values</li> </ul> <p>Find the definition of DRC's Core competencies <a href="#">here</a></p>
<p><b>Languages:</b> (indicate fluency level)</p> <ul style="list-style-type: none"> <li>▪ Fluent in English both written and spoken.</li> <li>▪ Fluent in Juba Arabic both written and spoken</li> </ul> <p>Spoken fluency in at least 1 South Sudanese language</p>	<p><b>Basic:</b> I master the essentials, but may at times need help from others  <b>Advanced:</b> I can work independently at full professional level.  <b>Expert:</b> I am the go-to person when others need help.</p>
<p><b>Key stakeholders:</b> (internal and external)</p>	



**How to apply:** Please send a cover letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources Department through [ssd-jobs@drc.ngo](mailto:ssd-jobs@drc.ngo). OR Submit your hard copy application to the Human Resource Department to the attention of HR Officer DRC Office in Malakal/Juba or to any DRC field offices.

Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop.

**Further information:** Please note, as this position is urgent, applications will be reviewed on a rolling basis and interviews held prior to the advert closing date.

We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

**Equal Opportunities:** DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics.



**Safeguarding:** DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti -Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

