



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Safety and Security Coordinator</b>
<b>Location:</b>	<b>Juba, South Sudan with frequent travel to field locations</b>
<b>Management responsibility:</b>	<b>None</b>
<b>Reporting to:</b>	<b>South Sudan Country Director</b>
<b>Key Relationships:</b>	<b>Regional Security Manager (RSM), Operations Manager, Project Coordinators, SMT</b>
<b>Annual salary:</b>	<b>\$33,420 to \$33, 921 per Annum + other Benefits</b>
<b>Contract Duration</b>	<b>Open contract subject to funding</b>
<b>Application Opening Date</b>	<b>20<sup>th</sup> December 2016</b>
Application Closing Date	<b>20<sup>th</sup> January 2017</b>

### **Description of Saferworld and Africa programme:**

Saferworld is an independent international non-governmental organisation working to prevent violent conflict and help build safer lives. We work with people affected by conflict to strengthen national and international policies and practices so that they help build lasting peace. Saferworld has been working in Africa since 1997, with a primary focus upon East Africa and the Horn region. We have well-established programmes in Kenya, Uganda, Somalia/Somaliland and South Sudan. In addition, Saferworld supports regional and international conflict prevention and security processes.

### **Description of Saferworld and the relevant programme:**

Saferworld works with local people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe that everyone should be able to lead peaceful, fulfilling lives, free from insecurity and violent conflict.

Saferworld has been working on and in South Sudan since 2008, including on issues of community security, small arms control, and conflict-sensitive development. Since 2012, we have implemented a Netherlands-funded Community Security Programme, through eight local Civil Society Partners, now in eight locations across seven states (Central, Western, and Eastern Equatoria, Northern and Western Bahr el Ghazal, Warrap, and Lakes regions). We have established 26 Community Security Working Groups and two Police Community Relations Committees, working with communities, traditional leaders, civil society, and state (including the South Sudan National Police Service (SSNPS)) and non-state security providers to identify, prioritise, and address community safety and security concerns through joint action planning and response.

Since the outbreak of renewed conflict in December 2013, Saferworld has sought to include peacebuilding and reconciliation activities in our community security work. We are currently developing an expanded programme, which will build on these initiatives. As a result of community security

assessments in August 2014, we also aim to address the rise in gender and sexual-based violence through both our community security work and targeted programme interventions.

Saferworld also works closely with the South Sudan Bureau of Community Security and Small Arms Control (BCSSAC) to reform the small arms control legislative framework and related policies, and to raise awareness of the dangers of small arms in the communities. We provide conflict-sensitive assessments and information to international organisations and donors, and the private sector, including working closely with Chinese think tanks and companies to conflict-sensitise their engagement in South Sudan.

**Job Purpose:**

The Safety and Security Coordinator (SSC) will work to reduce the risks posed to the programs, personnel and assets of Saferworld South Sudan programme. The role will support the Country Director in managing all aspects of Safety and Security whilst providing advice and coordination to all Saferworld staff and visitors.

The SSC will work closely with the CD, operations, programme teams, HR manager and Finance Manager to ensure Safety and Security compliance; make recommendations and manage the integration of safety and security in programme implementation. The SSC will facilitate the implementation of Saferworld's Safety and Security Policy and Standards within the Country Office and Field Bases, driving systemic change in the quality of safety and security management and ensuring country compliance with safety and security minimum standards. S/He will take forward the Organisational security ethos. The post holder will play a key role in the capacity building of Safety & Security Focal Points in accordance Saferworld Global and Country Security policies.

**Key areas of responsibility:**

1. Monitoring security context in South Sudan
2. Updating and revising security protocols as needed
3. Training and providing security briefings to new local staff and visitors to South Sudan
4. Reviewing travel plans of all staff going to high-risk areas, and tracking staff movement
5. Networking and staying in contact with key security actors in areas of implementation
6. Supporting the Regional Security Manager (RSM) in conducting security assessments for new programme areas.
7. Propose scenarios and analysis
8. Define and implement the mitigation measures
9. Be in charge of the emergency preparedness (safe room, equipment, evacuation routes, etc.)
10. Use the existing security network, develop it and propose an efficient alert system

**Duties:**

***Strategic development:***

- Support the South Sudan team in assessing the current and evolving contexts of the areas of South Sudan where Saferworld works.
- Ensure Saferworld is up to date on relevant security updates and advisories at the local and national level.
- Conduct security assessments for new areas of engagement.
- Provide input into country annual plans and programme development regarding security assessment/context.
- Lead an ongoing process of design, establishment, review and revision of security policies and procedures to ensure understanding, buy-in and compliance by staff;
- Coordinate the design, establishment and maintenance of security support systems and ensure that Saferworld is linked via all interagency and security coordination lists and fora to ensure Saferworld

security presence in the INGO community;

- Routinely revise safety and security plans at national and sub-national to adapt to evolving security situation in conjunction with Country Director, Programme and Operation teams.

### ***Security support:***

- Continually assess the security context within the South Sudan and provide updates to SMT, RSM and programme teams.
- Attend relevant security briefings and meetings at the sub-national and national level and share any relevant updates with SMT as well as team members.
- Develop, review and update Security SOPs for all locations in the South Sudan where Saferworld engages.
- Provide assessments of all current, new or proposed field office sites in South Sudan to ensure minimum security standards are established and maintained.
- Review all proposed hotels/guesthouses to be used by South Sudan team and visitors for security protocols and make recommendations to management regarding approved accommodation lists.
- Review all travel requests to high risk areas and provide security advice to Saferworld staff and management.
- Provide security review and clearance for Saferworld staff and counterparts visiting South Sudan
- Monitor all staff movements within South Sudan and provide reports to management.
- During travel in high-risk areas, provide continual support and check in with staff to ensure staff safety.
- Liaise with local and UN & inter-agency security personnel on security matters and advise Country Director and SMT on key security issues likely to impact on country programme;
- In close coordination with the Country Director, develops and maintains contacts with national law enforcement agencies and is fully updated at all times on political issues and local policies that impact Saferworld operations and safety.
- Conduct regular program site visits to assess security risks, review existing security and safety plans and procedures and their application and practice by all staff at program sites, offices, residencies/guest houses, and in consultation with the Country Director update security plans, educate teams on security plans and ensure compliance.
- Maps and reports security incidents, ensures by weekly security reports in all country locations and understands trends and threats; facilitates the development of situation specific, coordinated evacuation plans; writes well –researched security incident reports for review by supervisor and GSO including trend analysis.
- Ensure all staff are briefed on all safety and security considerations for project personnel arriving in country from overseas
- To provide weekly or daily if appropriate, security briefings and updates for Saferworld staff and visitors.
- To compile and disperse timely and accurate security updates and other relevant information to senior management team and staff
- Assess and recommend the security conditions of the routes to be used by staff and visitors.

### ***Crisis management***

- Be on call for any emergencies occurring.
- In consultation with the Country Director implement response to any incidents and emergencies, and provide timely reports of evolving situation and effectiveness of response.
- Prepare incident reports and follow up actions.
- Based on incidents and changes to national context, identify needs for modifying contingency plans and/or procedures.
- To lead crisis incident management preparations and response in coordination with Country Director and SMT.

### ***Training***

- Provide security briefings to newly recruited staff and visitors
- Liaise with security service providers in respective office premises on office and staff security related issues that need their attention.
- To train, technically supervise and mentor safety/security focal points. Recommends and/or provides staff training on safety and security in a proactive and positive manner that promotes inclusion, participation, and leadership among the entire Saferworld team.

### **PERSON SPECIFICATION**

#### **Essential:**

- Security background with at least 3 years of proven field experience within the security industry, INGO or UN within South Sudan.
- Excellent understanding of security best practice, together with the current security context within South Sudan and an established network in the security environment within South Sudan and the region
- Fluency in Arabic together with excellent English language capability
- Excellent communication, influencing, negotiation and engagement skills
- Training experience in all relevant areas of safety and security
- Sound judgement and decision making skills, with a 'hands on', problem solving approach, able to remain calm under pressure and take control of incidents
- IT skills with a working knowledge of a range of MS Office packages and knowledge of electronic security systems
- Ability to travel widely and frequently to the Saferworld field locations when needed
- Ability to prioritise security related tasks and complete reports to deadlines.
- Strong leadership skills and proven skills in supporting and managing a team in hostile environments
- Experience of working in hostile environments. Self-motivated with the ability to work autonomously in a highly stressful and challenging environment

### **TERMS AND CONDITIONS**

**Location:** Juba, South Sudan with frequent travels to the field locations

**Salary:** \$33,420 to \$33, 921 per year

**Probation:** There will be a probationary period of three months

**Leave entitlement:** 28 days annual leave in addition to relevant public holidays

**Hours:** Standard working week is 37.5+za hours, Monday to Friday. Due to the nature of the position additional hours can be expected including weekends and public holidays.

### **APPLICATION PROCESS:**

**Recruitment information:** To apply, please fill in an application form (a copy of which can be found at [www.saferworld.org.uk/about/jobs](http://www.saferworld.org.uk/about/jobs) and send it to [recruitment@saferworld.org.uk](mailto:recruitment@saferworld.org.uk) Please state **JSSC** in the cover line.

**NB: Only electronic Applications will be accepted**

We regret that only shortlisted candidates will be contacted