

### JOB ADVERTISEMENT

**POSITION:** Safety & Security Advisor (Re-Advertisement)

**LOCATION:** Juba

**STARTING DATE:** ASAP



Tearfund is a Christian international relief and development agency working globally to end poverty and injustice, and to restore dignity and hope in some of the world's poorest communities.

Our vision is to see all people freed from poverty, living transformed lives and reaching their God –given potential by:

- Envisioning churches to embrace their calling to address poverty and injustice
- Developing communities and building resilience, sustainably and holistically
- Changing unjust policies and practices to deliver justice for poor communities
- Enabling communities affected by disaster and conflict to recover quickly and be better equipped to face future hazards.

We are committed to developing experts who are inspired, resourceful, courageous, compassionate and equipped. If you are interested in working with us, take time to look around our website and discover more about our unique organisation.

Tearfund South Sudan Programme is looking for a suitable **South Sudanese** candidate to fill in the position of **Safety & Security Advisor to be based in Juba.**

#### JOB OVERVIEW

This role involves developing, implementing, and maintaining safety and security protocols, providing training and support to staff, and fostering a culture of safety and resilience within the organization. This role is crucial for maintaining the safety and well-being of Tearfund South Sudan's staff, enabling them to carry out their humanitarian mission effectively in a complex and volatile environment.

#### POSITION IN ORGANISATION

- Grade: 3
- Reports to: Country Director
- Dotted Line Responsibility: Regional Safety and Welfare Manager - ECA Region.
- Works closely with the Programme Director, Area Coordinators/Programme Managers
- Network and Liaise with counterparts in similar Christian and secular agencies.

#### TEARFUND'S CHRISTIAN CULTURE

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are expected to:-





- Engage with Tearfund Prayers and the Prayer hub
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship.

## ORGANISATIONAL REQUIREMENTS

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

## KEY RESPONSIBILITIES

### ***Safety and Security Management:***

- Conduct regular assessments of the security situation in South Sudan and identify potential risks to staff and operations.
- Develop, implement, and update comprehensive security management plans and standard operating procedures (SOPs) tailored to the local context.
- Establish and maintain protocols for responding to security incidents, including reporting, investigation, and follow-up actions.
- Develop Contingency plans for Tearfund South Sudan operations in high-risk areas. Contingency plans to include evacuation protocols and arrangements for staff, major mobile assets and critical documentation.
- Provide security advice and technical guidance as it relates to Tearfund South Sudan operating contexts and during critical incidents.
- Manage risk thresholds across program activity by designing and implementing a security operation plan to facilitate an environment that enables Tearfund South Sudan deliver programs safely, securely and effectively.
- Support improved analysis of the overall security context
- Stay well informed with political, security, humanitarian and economic developments in South Sudan, as well as the broader region.
- Ensure appropriate and timely collection, analysis and dissemination of security information to the Country Director and staff. Establish early warning systems.
- Business partner with department Heads to manage security risks associated with Tearfund South Sudan's strategy objectives.
- Support development of field-based security plans, analysis and training for safe programming. Identify offices or programs that require safety improvements, advise best practice in relation to context and financial capacity.
- Lead and develop appropriate security policies and crisis management plans ensuring they are continually applied.
- Assess if Security Risk Assessments, Country Risk Ratings and Core Security Requirement standards, training, processes and procedures are completed in accordance with current Safety and Resilience guidelines and training.
- Ensure timely reporting of any security incidences in accordance to the Tearfund Security Policies
- Lead in conducting Security related investigations and provide recommendations for risk mitigation





- Ensure that all Tearfund South Sudan premises, residential facilities and all premises where Tearfund conducts its business are properly assessed and are secure before use by Tearfund staff or guests.
- Maintain and update Security Risk register ensuring that all security risks are identified and risk mitigation measures provided. Advise risk committee and directors risk mitigation measures and resources requirements, work to minimize Tearfund South Sudan's risk exposure.
- Develop and ensure proper implementation and regular reviews and updates to the Security Standard Operating Procedures for all Country Office work locations and situations.
- In consultation with the Regional Safety and Welfare Manager, ensure integration of internationally acceptable security standards during resources acquisition and program delivery ensuring security is considered and resourced.
- Monitor security compliance status for Tearfund South Sudan and inform the Country Director of any concerns for timely mitigation.
- Ensure security systems and mechanisms for institutionalising an organisational culture and practice of safety and security are established.
- Provide Staff supervision and guidance to ensure overall quality and comprehensive management of the docket.
- Participate in committee & Task forces requiring security input or guidance.

**Staff Training and Capacity Building:**

- Design and deliver security training programs for staff, including personal safety, first aid, and crisis management.
- Promote a culture of safety and security through regular communication and awareness campaigns.
- Provide security briefings for new staff and visitors, ensuring they are aware of the local security environment and protocols.
- Ensure that all staff and visitors are properly trained and inducted on personal security and kept updated by regular sharing of security updates

**Resilience Building:**

- Develop and implement systems to support staff resilience, including stress management, mental health support, and access to counselling services.
- Initiate wellness programs that focus on physical and mental health, work-life balance, and coping mechanisms for stress and trauma.
- Regularly assess the effectiveness of resilience programs and make necessary adjustments to improve support for staff.
- Identifying and communicating internal training opportunities related to Safety and Resilience for staff and providing guidance on external training provision.
- Develop a security training plan for SAINT, SRMT training.
- Promote a positive security culture in alignment with policies, Core Security Requirements and a thorough communications plan.
- Build systems to train staff toward and maintain an effective security culture throughout the Country Office.

**Access Management**

**Coordination and Collaboration**

- Serve as the main point of contact for security-related matters, liaising with local authorities, other NGOs, and security networks





- Work closely with senior management to ensure alignment of security policies with organisational goals and operations.
- Provide regular reports on security issues, incidents, and risk mitigation measures to senior management and relevant stakeholders.
- Establish, manage and nurture relationships and networks with senior executives of government, UN, interagency bodies, and private corporations involved in the sector for networking and sharing of information.

**Compliance and Documentation:**

- Ensure compliance with Tearfund's security policies and procedures, as well as relevant laws and regulations.
- Maintain detailed records of security incidents, risk assessments, and staff training.

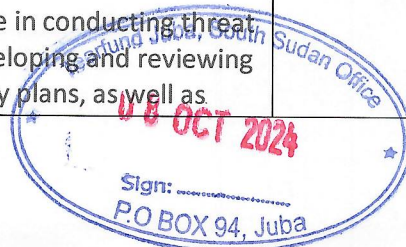
**Continuous Improvement:**

- Continuously review and improve security and resilience strategies based on changing conditions and feedback from staff.
- Keep abreast of the latest developments in security management, resilience building, and best practices in the humanitarian sector.
- Identify areas whereby the National Security Management requires external support and advice on obtaining the needed external support.
- Any other duty that may be assigned by the Country Director.

**PART 2 – PERSON SPECIFICATION**

**JOB TITLE: Safety & Security Advisor**

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Educated to Degree Level (or equivalent level of knowledge) in a relevant subject; eg. humanitarian response, safety and security, etc.</li> <li>• Advanced security training courses attended and passed</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree Health &amp; Safety training courses passed (e.g. NEBOSH certificate) or proven experience managing health, safety and Staff Welfare</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience in Staff Welfare and Safety coordinator roles and/or advisor in highly insecure regions within the INGO sector.</li> <li>• Proven experience of promoting a positive culture of effective safety and security management</li> <li>• Experience providing strong advice to key decision-makers and staff members</li> <li>• Proven experience in developing and delivering training to staff</li> <li>• Proven experience in conducting threat assessments, developing and reviewing safety and security plans, as well as</li> </ul>	<ul style="list-style-type: none"> <li>• Proven humanitarian experience</li> <li>• Experience of management / supervisory responsibilities.</li> <li>• Humanitarian and/or development experience with Christian organisations. Experience working with and accompanying local partner organisations in safety and security decision-making.</li> </ul>





	<p>handling security incidents and investigating them.</p> <ul style="list-style-type: none"> <li>● Proven experience in analysing security information and recommending appropriate actions.</li> <li>● Proven experience of external representation and engagement with stakeholders of different levels.</li> <li>● Experience of living and working in insecure environments</li> </ul>	<ul style="list-style-type: none"> <li>● An understanding of regional and country specific political and security context.</li> </ul>
<b>SKILLS/ ABILITIES</b>	<ul style="list-style-type: none"> <li>● Excellent English communication skills, both written and verbal.</li> <li>● Excellent interpersonal and networking skills, including ability to inspire confidence, coach and influence in a diplomatic manner.</li> <li>● Excellent communicator with strong presentation and training skills</li> <li>● General practical competencies in radio communications (VHF, HF) and satellite communications</li> <li>● Flexibility and ability to adapt to a changing environment</li> <li>● Diplomatic and Strong negotiation and representation skills</li> <li>● Good administration and Report writing skills</li> <li>● Strong Analytical skills</li> <li>● Energetic with a positive can-do attitude and a creative problem-solver</li> <li>● IT competency (eg. MS Office and Google Suite)</li> </ul>	<ul style="list-style-type: none"> <li>● Arabic language skills</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>● Committed Christian able to live out Tearfund's values and lead others to do so; Christ-Centred, courageous, truthful, compassionate, and servant-hearted</li> <li>● Self-disciplined with ability to work proactively, using own initiative</li> <li>● Flexible and resilient, able to accommodate changing priorities and to remain calm under pressure.</li> <li>● Demonstrates sensitivity and skills in cross cultural communication</li> <li>● Team Orientated– practical, desire to support the programme teams</li> </ul>	<ul style="list-style-type: none"> <li>● Familiar with working in a matrix team and management structure.</li> </ul>



	<ul style="list-style-type: none"> <li>• Able to confront and challenge non-compliant attitudes/behaviour</li> <li>• Committed to enabling staff and programmes to operate in a healthy and safe manner.</li> <li>• Emotionally and spiritually mature</li> <li>• Willingness to travel and live in basic conditions.</li> </ul>	
<p><b>OTHER COMMENTS:</b></p> <ul style="list-style-type: none"> <li>• Regular travel across cluster countries is a requirement</li> <li>• All roles require a DBS/Police check</li> <li>• Tearfund is a member of the <a href="#">SCHR Misconduct Disclosure Scheme</a></li> </ul> <p>Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure</p>		

**How to Apply:**

If you are the candidate we are looking for, please submit your CV and cover letter **only in English** as well as Tearfund application form- which can be collected from the HR Department at Tearfund office or find attached with the advert. The hard copy of application form can be collected from Tearfund’s office Located in **ECSS Compound, Hai Jerusalem** or Any Tearfund Field Offices detailing your experience for the post and include your daytime telephone contact. We encourage all applicants to submit their applications online through our web <https://www.tearfund.org> Indicate the title of the job you are applying for.

Closing date for receiving applications is **25th October 2024 at 5:00pm.**

**NB:**

- Applications once received are not returnable
- Female Candidates are encouraged to Apply
- Due to the urgency of the position, applications submitted will be shortlisted on a rolling basis, should there be suitable candidates, and the position may be filled before the deadline for applications.
- Only short-listed candidates will be notified.

