



**ARDF**

African Relief and Development Foundation  
Save lives & build healthier Communities

50.H.3  
Approved by  
SI/inspector of Labour



27/02/2024

**Vacancy Announcement**

**Job Title:** Safety & Security officer  
**Location:** Juba, with frequent field support trips  
**Reporting to:** Executive Director  
**Supervising:** Security Guards  
**Opening Date:** 27<sup>th</sup> February 2024  
**Closing Date:** 15<sup>th</sup> March 2024.

**A. About African Relief and Development Foundation (ARDF)**

ARDF is a leading non-governmental National organization registered with relief and Rehabilitation commissions under South Sudan NGO 2016 Act, with Registration No. 834. ARDF is currently operating in three states of South Sudan including Upper Nile, Northern Bahar El Gazal, and Central Equatoria State, providing multisectoral programs within its thematic areas of Health, WASH, FSL, Protection and Education. ARDF mission is to save lives, improving Health, Alleviating poverty, and suffering. Our Approaches include innovations, Research, and community engagement, focusing on immediate lifesaving while laying the groundwork for long-term impact.

**B. Purpose of the position**

The Safety & Security Officer is required to implement, manage, and monitor ARDF Safety and Security policy and procedures and infrastructure that create and environment that enables ARDF to deliver its programs safely. The Safety & security officer will ensure that all ARDF staff are working in an environment consistent with an accepted minimum safety and security standard. This encompasses the training of staff in security awareness, development of security plans, risk assessment and mitigation, security preparedness and security reporting. The Safety & Security officer will be based in Juba with frequent field support trips and will report to the Executive Director.

**C. Specific Roles and Responsibilities**

**1. Management support and Security awareness**

- Lead in the preparation of viable and operational safety plan for ARDF South Sudan
- Advise the Executive Director and senior Management team on security and risk Related Issues and possible mitigating measures.
- In Consultation with the Executive Director, take a lead role in responding to security incidents as and when they occur in Juba and ARDF field operation areas and advise on mitigating measures.
- Provide the Executive Director and SMT with detailed analysis of real and potential threats and risk to staff safety and security and to ARDF Assets and advise on possible mitigating measures.





- Provide the Executive Director with detailed analysis of ongoing security related events to enable the SMT make informed decisions and protects the lives of staff and ARDF Assets

## 2. Manuals and Documents

- Prepare, Review and update ARDF Country security plans, security risk assessments, crisis Management and emergency evacuation plans associated with specific operations at Country level and ensure the documents coherence with the Country plan.

## 3. Security Training and Capacity Building

- Provide a detailed and appropriate safety briefing to all newly arriving staff and visitors; include security protocols, general safety policies and procedures, site specific issues and an analysis of the present local security situation. Ensure to disseminate relevant security documents.
- Facilitate the issuance of staff security clearance and to address issues of security breach as appropriate.
- Ensure the staff are trained in and comply with security procedures, crisis management, incident reporting (near and critical incidents) and protocols as specified in the Country plan.
- Train staff in the proper use of common communications including HF and VHF radio networks and satellite phones according to the radio protocols and other communication technologies.
- Lead the planning process of emergency response staff training and safety awareness. Sensitize staff on the evacuation plan by conducting table to exercises, stimulating exercises and drills. Immediately flag the Executive Director any Capacity gaps.

## 4. Security Networking and Awareness

- Develop and maintain a network of relationships with peers in the humanitarian community and actively seek opportunities for formal and informal cooperation. Attends security information meetings and provide feedback to the Executive Director and continuous identification of other sources to collect relevant and reliable information.
- Network with other security officers and organizations to obtain information which ARDF can use to analysis and better understand the security setting in which programs are being implemented.

## 5. Security Reporting

- Prepare and submit monthly update of the Country Security report, also based on security reports per location and organize repose incase a serious incident.
- Analysis reports and statistics for forward planning, develop and monitor the implementation of security contingency plans for a security unit.

## 6. Risk Assessment and Mitigation

- Develop risk assessments tools and propose risk reduction measures in addition to developing maintain, updating and implementing, when necessary, security protocols and operating procedures according to changing situation.

Conduct risk analysis and threat assessment of ARDF assets in both Juba and field areas and identify and implement appropriate risk mitigation measures for all operation areas.





- Investigate all safety and security related incidents affecting the program and/or staff and report findings and submit recommendations to the Executive Director.
- Maintain and incident database for ARDF operation area for trend analysis.

#### 7. Security Preparedness

- Ensuring that all necessary items in terms of security preparedness and awareness are in place including emergency food packs, medical supplies, vehicle fuel, spare parts etc.
- Evaluate air and land emergency evacuation capability and submit recommendations. Ensure to conduct evacuation exercises and recommend appropriate actions.
- Determine Accessibility areas, maintain a tracking system and coordinate a 24-hour emergency response system, monitors and conduct or coordinates security operations

#### D. Qualifications, Skills, and Competencies

- University Degree in any of the following areas: Security Management, international relations, or Law
- At least 3 years of experience in a similar position with a reputable organization
- Ability to analyze security information and provide adequate mitigating measures.
- Diplomatic, culturally sensitive, result oriented, innovative and a strong team player.
- Ability to deal confidently with a wide range of internal and external stakeholders.
- Proven experience in developing security related technical tools, guidelines, and system.
- Strong reporting, technical analytical and problem-solving skills.
- A willingness to travel frequently to field locations with very basic facilities.

#### E. Mandatory ARDF Policies Compliance

- Standard of Professional Conduct: ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment, and teamwork. In accordance with this value, ARDF operates and enforce polices on beneficiary protection from Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.
- Safeguarding policy: ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- Gender Equality: ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- Equal Opportunity Employer: ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, colour, national region, religion, sexual orientation, age, Marital status, Disability, or any other characteristic protected by applicable laws.



## F. How to Apply

- Application address

Interested candidate are requested to submit a **hand Delivery** application and updated CV not more than 4 pages, Copies of National ID, and educational certificates to ARDF Office in Juba, Addressed to ARDF Human Resource Manager, Juba South Sudan; The Subject of application should be: ***"Application for the position of Safety & Security officer – ARDF-R024-004"***.

- Eligibility

The position is open to only South Sudanese with required qualifications. Female candidates with required qualifications are highly encouraged to apply.

- Shortlisting and interview

Due to urgency of the position, applications will be review on regular bases. Successful candidates will only be conducted for interviews.

- Deadline for submission

The deadline for submission will be **15<sup>th</sup> Mar 2024**. Only applications submitted before deadline will be considered for review.

### Disclaimer:

African Relief and Development Foundation does not charge any kind of fee at whichever stage of the recruitment process and does not act through recruitment agents.

