

JOB PROFILE

January 2020

Job Title:	Safety & Security Manager
Function:	Programme Support
Duty Station:	Juba, South Sudan
Administrative Line Manager:	Head of Mission, South Sudan
Second Level Line Manager:	Executive Director
Line Management Responsibility:	1

JOB PURPOSE:

The Safety and Security Manager is a member of the Country Senior Management Team. S/He will head the NPSS Safety and Security department. Roles and responsibilities include department and staff development, safety and security policy revision, reporting, and oversight of the in-country mechanism(s) for implementation and enforcement. S/He will facilitate an ongoing culture of learning and growth as it relates to safety and security.

KEY AREAS OF ACCOUNTABILITY:

- Country Office Senior Management Team member
- Directly line manage the Roving Safety and Security Coordinator
- Serve as a member of the crisis management team
- Monitor the political, country and state level contexts closely; disseminate noteworthy updates to teams on a daily basis
- Review all mission/trip plans and SOP's for movements outside of normal operating area
- Assess program activities and their impact on staff security; make recommendations to reduce staff vulnerability
- Organize and facilitate safety and security trainings for all NPSS staff on a rolling basis
- Regularly visit field sites to ensure all NP compounds, guesthouses and vehicles uphold minimum safety and security standards and make recommendations based on those assessments
- Review the country office and field site's Risk Analysis, Minimum Operating Standards Checklist and Contingency plans on a monthly basis. Identify potential risks and vulnerabilities and provide feedback on how to mitigate them.
- Collaborate with Program Development, Program Management and Logistics departments to manage Safety and Security budgets and procure related materials as outlined by NP Minimum Operating Standards
- Monitor the security landscape closely and make recommendations to adjust security policies and procedures as needed
- Provide recommendations to NP field teams on strengthening acceptance strategies
- Maintain and update the NPSS incident log

- Maintain and revise the NPSS Security Plan; ensure consistency with NP standards and train all staff on its' contents
- Develop and implement security-training plans for all staff; develop and apply evaluation processes to determine that training competencies are met
- Develop security-briefing materials and ensure all incoming staff, consultants and visitors receive a security orientation within 24 hours of arrival
- Regularly assess communications needs; ensure availability of appropriate communications technology, update the emergency communication contact list, orient staff to emergency communication procedures and test the emergency communication system
- Liaise with government, UN, diplomatic and consular officials and community leaders to inform context when conducting analysis
- Present written quarterly (or as needed) Safety and Security reports to Senior Management Team and NP HQ
- Undertake field missions to field locations and potential field locations as requested by the SMT
- Review and log staff visitor requests, staff overnight requests, etc.
- Comply with and promote all NP policies such as Safeguarding, Whistle Blowing, Fraud, PSEA and Health and Safety. Always adhere to NPSS Code of Conduct.

Qualifications and Experience:

Essential:

- Bachelors Degree in a related field with at least 4-6 years related experience
- Relevant security management experience in international humanitarian, military or police setting
- Advanced level of understanding with various communications technologies, including VHF and HF radio systems, satellite phones, cell phones, etc.
- Strong analytical skills
- Strong training and facilitator skills; ability to develop and implement successful training sessions
- Ability to work well under pressure in unstable and frequently changing security environments
- Willingness to work and live in often remote areas under basic conditions
- Strong communication, people management and interpersonal skills with experience leading multicultural, multi-location, values driven teams
- Strong coordination competencies; ability to organize a substantial workload comprised of complex, diverse, tasks
- Commitment to NP's core values and mission
- Advanced proficiency in written and spoken English
- Computer literacy, particularly in Word, Excel, PowerPoint, Access and database/mapping systems
- Valid Driving License
- Regional Knowledge highly desired

COMPETENCIES:

A. Skills

Independent
Judgment/Analytical:

- Ability to manage information with discretion
- Ability to set priorities, solve problems and analyse information
- Attention to detail

Interpersonal:

- Flexible, energetic and adaptable
- Ability to work in a multi-cultural team environment
- Proven ability to build relationships

Languages:

- Ability to interact confidently with and present information effectively to colleagues and external contacts in verbal and written English

Computer:

- Ability to use the MS Office suite, email and the internet proficiently

A. Other Specialized Requirements

- Ability and willingness to travel throughout the country to work with field teams in remote and physically challenging environments.