

Vacancy announcement

Position	Country Security Manager	Starting date	ASAP
Location	Juba, South Sudan (with field visits)	Type of contract	Fixed Term
Contract duration	12 months (renewable)	Security Risk Level	Risky (3/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff and 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED has been present in South Sudan since 2007, and is currently operating in Western Bahr-el-Ghazal, Warrap, Jonglei, Upper Nile, Lakes, and Central Equatoria states. ACTED focuses on emergency and relief works around water, sanitation and hygiene promotion; basic infrastructure; food security and livelihoods; and integrated camp management. All of these interventions continue to provide basic and life-saving assistance to vulnerable populations, specifically IDPs, refugees and host communities.

Since the aftermath of the South Sudanese conflict that erupted in December 2013, ACTED has been contributing to the delivery of humanitarian services to 1.7 million displaced persons, 270,767 refugees, and 5.1 million people in need. ACTED continues to providing camp management services in 2 Protection of Civilian (POC) Sites, 1 informal settlement and 2 refugee camps, while contributing to Camp Coordination as co-lead of the Camp Coordination and Camp Management cluster. Acknowledging the importance of engaging in early recovery to transition towards sustainable solutions, ACTED supports communities in improving their livelihoods through the promotion of income generating activities, community saving groups, and Agro Pastoralist Field schools in Greater Bahr al Ghazal, Greater Upper Nile and Lakes.

ACTED provided emergency relief and continued to acknowledge the potential for stabilization and early recovery. Thus, it provided emergency food, shelter and water, hygiene and sanitation assistance to 159,936 internally displaced people in and outside camps, through its static and mobile Camp Coordination and Camp Management (CCCM) response, while strengthening local structures and improving site management, service provision coordination and advocating for improved coverage of the needs and services.

ACTED also invested in resilience and long-term programmes. Through its Agro-Pastoral Field School (APFS) approach, ACTED improved families' food security level by providing inputs, strengthening decision-making capacities and mentoring on best practices. Complementary, it invested in climate-smart farming practices, natural resources management and saving loans associations, allowing farmers and entrepreneurs to launch and/or reinforce their businesses and income, better access to markets and enhance capacities to cope with external shocks.

Key roles and responsibilities

Ensure the safety, security and integrity of ACTED staff, assets, premises and programs in country, in particular by constantly monitoring and anticipating security risk, by designing and enforcing context specific risk mitigation rules and procedures, by ensuring MOSS compliance in all ACTED premises, by preparing and updating contingency and evacuation plans and by providing all ACTED staff with appropriate security training.

DUTIES AND RESPONSIBILITIES

1. Department management

- Oversee the recruitment and selection of qualified national security field staff, recommend promotions, disciplinary action and termination of staff in consultation with the Country Director
- Supervise and mentor national security officers, focal points, guards and drivers
- Make frequent site visits to ACTED premises to carry out performance assessments and provide constant support to the security team
- Maintain open lines of communications with all field staff

2. Context & Risk analysis :

- Develop and regularly update the country security profile (with regards to the socio-economic, political and/or military situation in country, the country criminality profile, the nature of ongoing conflicts or crises climatic & seismic hazards and health risks,)
- Follow-up on major country events and developments

- Analyse and locate key local stakeholders
- Develop security trend analysis
- Ensure internal incident tracking system is utilized properly: create an security incident database and perform incident mapping and analysis
- Fill in and regularly update the Risk Analysis Matrix (threat, likelihood, impact, level of vulnerability, level of risk)
- Carry out security assessments of new ACTED areas of intervention or areas under Phase C

3. Develop and update Country Security Plans, SOPs and Contingency Plans

- Draft and regularly update the Country Security Plan (CSP) for validation by the Country Director and endorsement by HQ
- Recommend changes in the Country Security Plan to Country Director and HQ Security department
- Draft Standard Operating Procedures (SOPs) adapted to the local context
- Draft and regularly update evacuation and contingency plans in capital and support Area Coordinators in developing Area evacuation and contingency plans.
- Ensure preparedness to evacuation and contingencies (check contingency kits, first aid kits etc.).
- Design and drill a security communication tree (warden system), emergency radio network, and provisioning of emergency supplies for field personnel

4. Daily Security Management

- Coordinate and monitor security activities to ensure that safety and security policies and procedures are implemented
- Ensure that all field staff are fully cognizant of prevailing security threats and fully advised on means to reduce their vulnerability to those threats
- Monitor the security preparedness of country staff and enforce staff compliance with internal security rules and SOPs, ensuring they are communicated to all staff and understood
- Set up and control the implementation of mitigation measures and security rules according to the local context
- Ensure compliance with Minimum Operating Security Standards (MOSS) and develop action plans for security upgrade
- Carry out security assessments of new ACTED facilities, ensure a standard level of facilities protection, and supervise guards.
- Ensure missions have adapted communication means, and ensure maintenance to support the Logistic team in Country. Ensure constant update of the emergency contact list and timely issuance of ID cards.
- Ensure a proper level of preparation before movement on the field, ensure transportation means are adapted, ensure a good fleet maintenance, and set movement rules which are adapted to the local context to support the Logistic team in Country. Ensure operational follow-up of movements.
- Ensure logistics follow a servicing and maintenance schedule for vehicles
- Spearhead security assessment missions prior to ACTED staff deployment to a new area and ensure minimum security standards are in place before their installation.
- Support and participate to assessment mission in phase C or D area

5. Crisis management

- Adapt crisis management protocols to the local situation
- Act as a key member of the Crisis Management Team so that safety policies and procedures are implemented

6. Reporting

- Ensure weekly/monthly security reports are completed and sent to HQ, providing timely updates of all situational and security developments including investigation of security incidents
- Produce real-time incidents report (using Form SEC-03)
- Send updated TITANIC on a monthly basis to the Country Director and HQ Security Department.

7. Training and briefing

- Conduct security briefing for each new international staff arriving in country.
- Design security training modules for Country Director's approval and HQ endorsement.
- Determine training needs for the security staff
- Train national staff to increase their awareness and sense of responsibilities
- Conduct any staff security training that is warranted (HEAT, training to drivers and guards, evacuation drills, fire safety etc.).
- Carry out investigations and capture lessons learned to be incorporated into future staff trainings

8. Develop and maintain a security network

- Actively participate in Weekly and Monthly Coordination Meetings
- Create an information network in the country, identifying key informants
- Build strong professional relationships with UN agencies, local authorities, other NGO's (local and international), and all relevant stakeholders

9. Ensure external representation

- Attend security coordination meetings and update Country Director and HQ on current security issues
- Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the ACTED Code of Conduct, values and policies with regard to internal and external stakeholders

Required qualifications and technical competencies

- University Degree in Political Sciences, Public Administration, International Affairs, Economics or a related field (anthropology, sociology, statistics)
- At least 1-2 years of professional experience in humanitarian and/or development organisations
- Experience with participatory appraisals and project cycle management encouraged
- Good organizational and communication skills with international and national staff and rural communities
- Flexibility and adaptability are essential, as well as the ability to plan, take initiative and work independently and under pressure
- Excellent communication and drafting skills in English
- Knowledge of the region an asset
- Familiarity with basic office software programs

Conditions

- Salary between 3200€ and 4400€ monthly (before income tax), depending on the level of education, security level, etc. as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: CSM/SSUD**