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.