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| **TITLE:**  **Roving Humanitarian Access and Safety Operations Manager** | |
| **TEAM/PROGRAMME:**  Humanitarian Access & Safety Department, SCI South Sudan | **LOCATION:** Based in any field locations, with a frequent travel to countrywide field locations |
| **GRADE**: NAT-2 | **CONTRACT LENGTH**: Open |
| **CHILD SAFEGUARDING:**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | |
| **ROLE PURPOSE:**  The Roving Humanitarian Access and Safety Operations Manager is responsible for supporting the Director- Humniatraina Access & Safety and the field operations teams in protecting staff, visitors and partners from any harm and/or abuses, as well as to protect SCI assets and operations from potential risks of damages; by implementing SCI policy, SOPs and strategies for minimizing the risks. S/he will be also responsible for ensuring safe humanitarian access for field operations teams and programs to reach the targeted benefirciaries, while upholding the organizational minimum operatong standards for safety and security management. S/he provides advices to the Director-Humaniatarian Access & Safety and the Area Managers, as well as technical support to the Field Office security focal points in the implementation of safety and security management frameworks, Minimum Operating Standards (MOSS) and facilitates the training and capacity building of staff. | |
| **SCOPE OF ROLE:**  Under the direct supervision of the Director of Humanitarian Access & Security, the position holder will develop and oversee the implementation of humanitarian access, safety and security management measures in field locations in compliance with SCI’s strategy and in line with humanitarian principles, humanitarian needs, Duty of Care and Gender Equality principles. The position holder will provide expert support to all field offices in South Sudan, including the Country Office in Juba and internal stakeholders (supply chain, admin, transport, finance, HR etc), to identify changes and trends in the humanitarian access and security environment in South Sudan and will ensure that adequate and up-to-date policies and procedures are in place for smooth operations, and known to all staff; especially for field locations. The incumbent will work closely with key internal & external stakeholders to design, develop and implement high quality training and capacity strengthening programs to all national and international staff based in fields and Juba.  **Reports to:** Director of Humanitarian Access & Safety, with a dotted line to the Area Managers  **Staff reporting to this post:**  Direct: Humanitarian Access & Safety Intern/Assistant  Indirect: Field Office Security Focal Points (SFPs)  **Budget Responsibilities:** N/A  **Role Dimensions**: Manage field level security in a complex operating environment with multilevel statkeholder engagements, dealing with bureaucracies and high level of logistic challenges. | |
| **KEY AREAS OF ACCOUNTABILITY :**   1. **Safety and Security Management**  * Provide technical support to all SCI entities and staff based in field locations as well as in Juba (where applicable) on all policies, procedures, guidelines and planning for staff safety, operational security and program continuity; * Review and update the Field Office Security Management Plans on a half yearly basis. * Implement standard operating procedures (MOSS) and contingency plans by working with all field Security Focal Points (SFPs). * Evaluate, review and update the hibernation, relocation and evacuation plans for all field offices and Juba, and ensure that the practical preparations are in place and known to all staff involved; * Ensure that accurate, up-to-date security/communications information is available in appropriate local language(s) to all staff based in South Sudan (Juba & Field locations); * Manage safety and security incidents in all field locations and Juba, pertaining to all SCI staff and assets; * Coordinate the management of security incidents in fields and Juba with various heads of SCI entities in South Sudan; * Conduct periodic risk assessments of contracted and prospective offices and residences. Follow up on actions to be taken to ensure compliance with safety and security standards. * Undertake continual assessments of equipment, and the protocols by which that equipment is used, to ensure that minimal conditions for security are being met. * Emsure safety and security measures (fire safety, physical security, vehicle safety etc) for all SCI premises are appropriate and effective.  1. **Humanitarian Access**  * Analyze the trends of program operationals access constraints accros the country and engage relevant internal and external stakeholders for timely adaptations and mitigations, * Regularly analyse access context, feed into scenario mapping, risk and mitigation plans; * Work closely with the Director-HAS, Area Manager and the Field Managers to ensure access strategies aligned with SCI red lines and prioritisation; * Maintain a high level of preparedness vis-a-vis predicted contextual fluctuations operationally and programmatically; * Represent SCI in key external access coordination meetings especially at field level led by UNOCHA, NGO Forum, INSO, PLSO etc, feeding into these meetings in a transparent and sensitive manner, and flagging key issues to relevant stakeholders in a timely manner, * Lead regular discussions with strategic international and national partners on access issues, * Establish and maintain informal relations and a network of contracs in SCI operational areas, allowing the collection of information related with the humanitarian access in country, specifically in the areas of current or planned programs. * Work with appropriate SCI departments, including HR, to ensure timely and appropriate follow-up to violations of SCI’s Code of Conduct, in addition to operational breaches to humanitarian principles; * Designs, plans and delivers training in access negotiations and management, as well as mainstreams understanding on access related. * Conducts regular visits to the deep field in order to provide assessments on existing and emerging risks, as well as to support field-level colleagues in designing or revising the mitigation and other measures  1. **Learning, Training and Capacity Strengthening**  * Ensure the requirements of the GSS & CO Humanitarian Access & Security Capacity Development Strategy are implemented adequately and in a timely manner in field lcoations; * In consultation with the Director-HAS and HR L&D responsible, design and implement Safety Security Learning and Development programs to all staff based in field locations; * Support partner organizations in coordination with the partnership team by providing advice and including them capacity strengthening initiatives.  1. **Monitoring, Reporting & Analysis**  * Constantly monitor available sources to collect, compile and report information including incidents and trends pertinent to humanitarian access and security; * Prepare and disseminate regular updates to the field level ESLT members; * Provide timely area-based access analysis based on PDQ and programmatic demands; * Compile and submit Daily Country Security Situation Report to the Director-HAS. * Support the Director-HAS and the Area Managers in analyzing the latest developments in South Sudan and how these are likely to impact SCI in-country operations | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the stakeholders accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences upon unachieved results.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Relevant Bachelor's Degree. A Masters degree in a relevant field will be an added advantage * Minimum 6 years of work experience, with an UN/INGO agency in security management * Previous experience in Security Manager role will be an added advantage * Certified qualification in safety and security training skills will be an added advantage * Experience in negotiation skill, representation, report writing. | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Proven experience in context/security analysis and advising humanitarian agencies. * Experience in developing and updating SOPs, contingency plans and other risk assessment and management documents and tools. * Proven experience in incident/crisis management. * Experience in conducting safety security training for both international and national staff, * Fluent in English & Juba Arabic. Additional local language will be an added advantage. * Strong interpersonal, communication, and networking skills. * Ability to provide conflict analysis (written). * Proven ability to prioritize tasks and meet deadlines under pressure. * Must be computer literate, able to use MS Word, Excell, Power Point, Google Earth etc. * Previous experience in crisis management and be able to motivate and guide team members. * Flexible to be based in field locations and travel at short notice to difficult and risky areas. * Proven ability to work effectively with minimal supervision and capable to generate outputs. * Experience working in field locations is a strong advantage. * Commitment to SCI Child Safeguarding policy | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to be in acting role of the Director of Humanitarian Access & Safety during his absence. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |