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| **TITLE:**  NGO Humanitarian Access & Safety Adviser |
| **TEAM:** Department of Humanitarian Access & Safety | **LOCATION:** Maban, Upper Nile  |
| **GRADE**: Int. Light, Tier-4  | **CONTRACT LENGTH:** 11 Months |
| **CHILD SAFEGUARDING: (select only one)**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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**Under guidance and support from Director of Humanitarian Access and Safety, the Maban NGO Humanitarian Access and Safety Adviser will work closely with the field leadership team of the NGOs that are implementing BPRM funded programs in Maban, Upper Nile. The main role for this position will be to carry out close coordination among the NGOs, UN Agencies and local government stakeholders in related to access and security issues, context assessments, follow up with the conflict sensitivity for the program activities, appropriate advisories to support program implementation and to manage effective liaison with local critical stakeholders that have direct and indirect influence on the security context.  The post holder will promote collective sense of awareness and help agencies to build their capacity in managing staff well-being, coordination and negotiations skills, safety of program and assets in a conflict prone complex operational setting.In the event of a major humanitarian emergency, the person shall support the NGOs to apply contingency plans in coordination with UNHCR, UNMISS and local authorities. |
| **SCOPE OF ROLE:** **Reports to:** Director - Humanitarian Access and Safety**Staff reporting to this post:** None**Budget Responsibilities:** None**Role Dimensions**: The position will provide direct advisory and technical support to the NGOs operating in Maban and implementing BPRM funded programs. |
| **KEY AREAS OF ACCOUNTABILITY:** **As a member of the Field Management Team,**  * Support NGOs leadership at field level.
* Assist NGO field offices to implement applicable Safety & Security Standards
* Support NGOs in the continual, inclusive review of local Safety & Security Protocols for field base staff, in accordance with acceptable standards.
* Identify the gaps in safety and security management capacity of NGO and advise/facilitate appropriate measures to reduce the gap.
* Act as a coordination body between NGOs, UN and government stakeholder in related to access and security.
* Provide Juba level NGO leadership updates on operational safety & security context and engage them in national level coordination for operations continuity in Maban.

**Policies and procedures*** Contribute to review of Safety Risk Assessment (SRA) for Maban based NGO operations.
* Monitor the safety environment in Maban and suggest applicable adjustment to SOPs.
* Contribute to reviews of standard operating procedures; identify opportunities to enhance safety.
* Advise Maban based NGOs to update security documents namely, SMPs, CPs, MEDEVACs.
* Organize periodic safety briefing to humanitarian new arrivals in Maban.
* Compile monthly situation reports (SitReps) for Maban and share with applicable NGO leadership.
* Support Maban based NGOs to ensure their vehicles, premises, warehouse and equipment are compliant with basic Safety standards (Hibernation Kits, First Aid kits, fire safety equipment etc).
* Support Maban based NGOs to maintain and update their critical incident management response SOPs and coordination.

**Assessment*** Prepare conflict sensitivity focused assessment and advise probable mitigations measures for integrating into the operations.
* Conduct generic and specific safety assessments, upon requests from Maban based NGOs.
* Conduct the periodic contextual risk assessment and provide analytical information on the current situation and the socio-political-economic and security dynamics at Maban level.
* Periodic Safety & Security training need assessment for NGO staff in Maban.

**Programme implementation support*** Advise NGOs on contextual conflict sensitivities that hampers humanitarian operations.
* Advise Maban based NGOs on safe movement of staff, personal safety, communications equipment in vehicles, and training of drivers in established procedures and requisite skills.
* Advice NGOs on positive negotiation and acceptance before and during Programme implementation

**Communication and incident management coordination*** Attend NGOs/UN security meetings at Maban level besides national level coordination meeting.
* Represent NGOs at County Security meeting led by County Commissioner.
* Provide Maban based NGOs with updates and debrief after when security incidents occur.
* Formulate monthly analysis report on Maban situation for NGO leaderships.
* Identify and report on emerging security trends and related incidents.
* Ensure that all incident reports are properly compiled and kept in digital filing system.
* Monitor events, review incidents and follow-up the actions and recommendations with the NGOs.
* Liaise on a regular basis with UN, humanitarian network and community leaders in the process of gathering and verifying situation information.
* Ensure that incidents are reported/shared immediately to heads of Maban based NGOs.
* Manage the UN-NGO coordination group communications channel.

**Training and capacity building*** With the help of Director of Humanitarian Access and Safety Assist NGOs to develop safety briefing materials and provide orientation for visitors to Maban.
* Organized training/workshops based on training need assessment in Maban to build the humanitarian staff capacity.
* Provide NGO staff with knowledge on NGO acceptance, stakeholder mapping, program access negotiation, relationship building with actors, conflict sensitive programming etc.
* Help NGOs in conducting periodical safety drills (emergency communication tree, fire drill, evacuation drill, safe driving, first aid etc).
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for advisories, managing resources efficiently, achieving and role modelling the values related to the position.
* Holds the working partners accountable to deliver their outputs as necessary to complete the performance of the NGO Humanitarian Access and Safety role, while providing technical support to them.

**Ambition:*** Sets ambitious and challenging goals for self, takes responsibility for personal development and encourages the working partners for same.
* Widely shares their personal vision for the organization, engages and motivates others.
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with the working 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.
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| **QUALIFICATIONS** ***State what qualifications are required and at what level; you can also state any desired qualifications which should be taken into consideration when shortlisting or evaluating the job)**** At least a Bachelor Degree holder.
* Preference shall be given with the academic degree or trainings on international relationship/communications, Anthropology, Sociology, development studies etc.
* A minimum of 5 years’ progressive and hands-on experience in managing INGO humanitarian coordination / access/ safety and security in challenging or insecure environments, with sound knowledge of personnel and organizational safety issues, threat/risk assessment, context risk assessment, conflict sensitivity, training and capacity building, advisories.
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| **EXPERIENCE AND SKILLS****Essential*** Coordination experience with deferent level government stakeholders, UN and different agencies
* Ability to understand conflict sensitivity in humanitarian programming context.
* Able to assess visible and invisible threat context and to develop appropriate advisory for the affected.
* Able to track records of training and manage capacity building activities.
* Having technical competency and training experience in field-based communications systems such as HF Codan, Motorola VHF radios, Thuraya, satellite and internet systems.
* Experience of incident reporting and mapping, intelligence collation and analysis functions, the establishment and execution of an incident warning systems, and the compilation of situational and context risk assessments reports.
* Computer literacy, particularly in Word, Excel, PowerPoint, Access and database/mapping systems, especially Power BI.
* Able to communicate and coordinate with the local critical community stakeholders for managing the challenges with the NGOs.
* Ability to balance demands of beneficiary and contextual actors while maintaining appropriate contextual NGO safety advice and coordination.
* Resourcefulness and creativity in developing the role of safety within the programme and ensuring the most effective support to line management.
* Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities.
* Strong communication, people management and interpersonal skills in English, with experience in leading multicultural, multi-location, values driven teams.
* Ability to work and travel in often difficult and insecure environments.
* Ability to manage stressful situations.
* Commitment to Save the Children International’s global policies and values.

**Desirable*****(Define the experience and skills required for satisfactory job performance, these are in two categories such as ‘essential’ and ‘desirable’)**** A formal safety or security Qualification or management training.
* Formal Training or ToT certification on Negotiation Skill.
* Experience in safety provision in emergency response.
* Background in large international non-governmental organisation or other international relief/development bodies, including NGO coordination agencies (NGO Forum, INSO etc)
* Previous experience in coordination role with NGO, UN, Government stakeholders, etc.
* Previous knowledge and experience in South Sudan context, especially in Upper Nile region.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **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. |
| **JD written by: Pinith Weerasekara** | **Date: 11 June 2024** |
| **JD agreed by: Mahmudul Hassan** | **Date: 11 June 2024** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |