



Vacancy Announcement

Safety & Access Officer – (1 Position)

Location: (Rumbek – Lakes Regional Office)

ICAP at Columbia University seeks highly qualified and experienced candidates to fill the positions of **Safety & Access Officer** to be based in Rumbek Regional Office, South Sudan. The position is for a period of 10 months subject to renewal on availability of funding and very good performance.

ICAP at Columbia University, is a global health leader situated within the Columbia University Mailman School of Public Health in New York City. ICAP's global team supports programs and research that address major health issues, HIV, Covid -19 response, malaria, tuberculosis, maternal and child health and non-communicable diseases. Headquartered at Columbia University's Mailman School of Public Health in New York City, has offices in over 20 countries. Our multidisciplinary team includes staff with technical, clinical, implementation, research, operations, program and financial management expertise.

ICAP ensures the wellness of families and communities by strengthening health systems around the world.

ICAP South Sudan, ICAP through funding from United States Center for Disease Control and Prevention (CDC)/President's Emergency Plan for AIDS Relief Emergency (PEPFAR) is supporting South Sudan's national HIV response since December 2012. Despite significant progress in the HIV/AIDS program, the progress on HIV case finding at ICAP supported facilities remains below the set target. HTS optimization and improving coverage of testing among individuals at high risk of HIV exposure including index contacts is required.

The **Safety & Access Officer's** role will be to conduct continuous assessments of the context, and provide guidance on, risk management for travel and operations in the field; appropriately circulate ICAP security guidelines and ensure that field working practices are strong, and that all staff are aware of, trained on, and adhere to ICAP policies and procedures. Integral to the position is the ability to work successfully with field teams to engage and build capacity, thereby driving personal responsibility for safety and access management. More so, the SAO will assist in growing information networks with other humanitarian NGOs and state and local government, as well as field community leaders in order to facilitate and secure ICAP field operations.

The **Safety & Access Officer** under the direct supervision of the **Safety & Access Manager** will.

- Update each ICAP-South Sudan site Safety and Security Risk Assessment, Contingency Plans (CPs) – which includes stand-fast contingencies, relocation and medical evacuation plans – ensuring that they include a detailed threat assessment and suitable risk mitigation measures, standard operating procedures (personnel movement & transport, telecommunications, incident reports, etc.), physical security, contingency plans, medical plans, evacuation plans, and detailed measures to be taken in the event of critical incident, for all field offices.
- Provide support to the Safety and Access Manager/Regional Coordinator on all policies, procedures, guidelines and planning for staff safety, operational contingency and program continuity;
- Carry out regular contextual assessments by travelling to and assessing field locations;
- Provide training across the programme so as to ensure that all safety and contingency policies are procedures are understood;

- Ensure that all safety and contingency policies and procedures are implemented and adhered to;
- Provide regular security updates and briefings to staff, including visitors' briefing and new staff inductions;
- Evaluate, review and update all safety and contingency policies and procedure as necessary;
- Conduct field office and residential security surveys for internationals assignees or short terms visitors and recommend physical security measures to the concerned Regional Coordinator, Safety & Access Managers, and any designated counterparts.
- Communications and Reporting
- In consultation with the Safety and Access Manager and Regional Coordinator, the SAO is responsible for maintaining and apprising safety and security information across the field offices;
- Carry out communications checks on a schedule devised by the SAM, and provide safety and security updates at all times on a schedule devised by the SAM;
- Complete safety and security incident reports following an accident, near miss, or incident against or near ICAP staff or assets, or in the general area of operations;
- Compile weekly context updates for all major regional locations and share with the SAM and RC;
- Maintain E-communications tree (Security Tree), in consultation with the SAM/HR/Admin Manager;
- Hold regular security meetings in all ICAP program sub-offices in South Sudan, and provide an opportunity for staff to voice security-related concerns;
- Communicate safety and security standards amongst all staff to maintain compliance with agreed upon policies and procedures, including transportation security;
- Conduct monthly checks of all security assets and maintain all administrative files, including training and weekly reports;
- Contribute to the sharing of information at the field level between humanitarian actors;
- Build acceptance and establish a working relationship with field sites;
- Represent ICAP in localized security cluster meetings and continue to build links and coordination structures with the NGO Safety and Security Focal Persons (SSFs), UN, local authorities, and other key stakeholders and implementers as appropriate, to share, collect and analyses safety and security information;
- Support Field Security Focal Points and Area Coordinators to review security procedures, ensure up-to-date information is in place and that all security equipment is operational; to include development and maintenance of security trees, contact information, contingency plans and stores;
- Regularly test and update communication equipment in field locations in coordination with the SSFs.
- Premises, Property and Assets
- In collaboration with the external and internal stakeholders, ensure offices and fencing are in good order, reporting any damage to internal or external structures;
- Ensure that static guards have the capacity to perform their duties as per SOPs;
- Conduct monthly safety inspections to ensure that lifesaving equipment is up-to-date and functional (fire extinguishers, HF Codan, Motorola VHF, Thuraya, satellite and internet systems).
- Any other duties as assigned by the supervisor.

ICAP is looking for a candidate with the below required skills & experiences:

- Bachelor's degree preferred
- Minimum of three years related experience in the field preferably in a similarly-situated INGO;
- Experience working within the capacity of a Safety and Security with an NGO;
- Technical competency in field-based communications systems such as HF Codan, Motorola VHF, Thuraya, satellite and internet systems;

- Experience of incident reporting and mapping, information collation, the establishment and execution of incident warning systems, and the compilation of security reports and assessments;
- Ability to balance demands of field teams and head office while maintaining appropriate contextual NGO safety advice and coordination;
- Strong communication, both verbal and written, people management and interpersonal skills in English, with experience in leading multicultural, multi-location, values-driven teams;
- Willingness to work and travel in often difficult environments.

How to apply:

Note: This is a local hire position and the successful candidate will be an employee of ICAP in South Sudan subject to the local terms and conditions of employment which includes a competitive salary and benefits package

Application Deadline is December 14, 2021.

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