



**United Nations World Food Programme – South Sudan**  
The Food Aid Organization of the United Nations System  
**VACANCY ANNOUNCEMENT-INTERNAL/EXTERNAL**  
**VA 2016-S036**

*The Office of the United Nations World Food Programme, South Sudan is currently seeking a qualified candidate for the following position;*

Job Title:	<b>Security Associate – 1 Position</b>
Duty Station:	<b>Maban</b>
Section/Unit/Project:	<b>Security</b>
Contract Type/ Level:	<b>Service Contract – SC 6(equivalent GS 6)</b>
Post Duration:	<b>12 Months</b>
Issued Date	<b>4<sup>th</sup> October 2016</b>
Closing Date	<b>18<sup>th</sup> October 2016</b>
Applications Details:	<p>This vacancy is open for qualified <b>South Sudanese</b> <b><i>Applications from qualified female candidates are encouraged.</i></b></p> <p>Interested candidates should submit their signed application and CV by e-mail to: <a href="mailto:vacancyjuba@wfp.org">vacancyjuba@wfp.org</a> or, personally deliver applications to UNWFP, Juba/South Sudan in Jebel Kujur (near Rock City) OR submit to the nearest WFP office in their respective location.</p> <p>All application letters should be addressed to: The Head of Human Resources UNWFP, Juba/South Sudan Jebel Kujur (near Rock City)</p> <p>Please clearly indicate the <b>Job Title</b> and the <b>Vacancy Number</b> on the envelope. Unmarked envelopes will not be considered.</p> <p><b>Your application <u>will not be considered</u> if the following is not enclosed in the envelope; photocopies (not originals) of South Sudanese Nationality Certificate, academic qualifications, a signed Personal History Form (P11) and CV.</b></p> <p><b>To download the Personal History Forms (P11) please follow the link provided: <a href="http://tinyurl.com/wfp-p11">http://tinyurl.com/wfp-p11</a></b></p> <p><u>WFP employees are requested to enclose their 2 most recent Performance Evaluation Reports with their applications.</u></p> <p><i>Only short listed candidates will be contacted for interviews</i></p>

## **Terms of Reference**

Under the direct supervision of WFP Maban Field Office and general supervision of the WFP South Sudan Security Coordinator or his/her designate, the Security Associate will be responsible for the following duties:

### **Key responsibilities:**

- Review security threats and risks in detail and compile accurate reports on trends and situations that could adversely impact WFP operations, in order to ensure information is accurately collated and sent to senior security staff to support reporting and decision making.
- Review security related information (e.g. security incidents and events, security support to daily activities, etc.) and use corporate or local information management tools to produce a range of analyses and in-depth reports, to ensure that information is readily available for relevant stakeholders.
- Liaise and co-ordinate with local administration, security and law enforcement authorities, communities, UN/NGO security staff and other actors, to facilitate access for safe programme delivery and to mitigate potential risks against staff and other resources.
- Plan and co-ordinate staff activities during field missions and perform security assessments within the area of responsibility to support safe and effective programme delivery.
- Analyse security assessment reports following field missions and present detailed recommendations for risk mitigation to support security situation analysis and facilitate decision-making.
- Assist in advising the Country Director on security risk management matters and safety issues in compliance with the United Nations Security Management System (UNSMS).
- Support the implementation of risk management mitigation measures, including Minimum Operational Security Standards (MOSS) to ensure compliance.
- Support the maintenance and management of security equipment and make recommendations to strengthen technology capacity in line with business requirements.
- Monitor and ensure that all access control procedures are effective and stringently followed by all staff and visitors, in order to maintain a safe and secure environment.
- Maintain and develop recommendations for improving emergency and contingency planning documentation including physical preparations and procedures, to support preparedness for a crisis.
- Deliver security training to staff and review security training needs in order to develop measures to meet business requirements.
- Supervise and provide on-the-job training to other staff supporting their development and high performance.

**Education:** Completion of secondary school education. A post-secondary certificate in the related functional area.

### **Desired experiences for entry into the role:**

- Has gained sound knowledge of security operations technical processes
- Has provided technical guidance and training to staff members within area of expertise
- Has supported research and collation of data which feeds into reports that inform security operations activities

**Language:** Fluency in both oral and written and English, knowledge of the local languages spoken in South Sudan is an advantage

### **Knowledge & Skills:**

- Specialised knowledge of the application of practical methods, techniques, procedures and systems used in security, typically gained through technical training and work experience.
- Broad knowledge and understanding of security logistics, security administration, risk assessment and co-ordination with local authorities and local law enforcement agencies.
- Training and experience in fire and related intervention/evacuation procedures.
- Ability to manage emergency situations and remain calm.
- Attention to detail and constant vigilance in order to promptly detect any breach in security measures.
- Ability to interpret information, use judgement and inform supervisors of any incidents which might impact the UNWFP staff and operations.
- Excellent communication skills in order to maintain frequent correspondence with both, internal staff and external authorities with regards to security advisories and security incidents.