

TEARFUND JOB PROFILE

ROLE	DMT Safety Advisor
PROGRAMME	DMT South Sudan
LOCATION	Juba
DATE REVIEWED	June 2009

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF JOB

To provide advice and assistance to support security, health and safety management in all Tearfund activities in the South Sudan Programme. Within this, specific responsibilities are:

- To remain well briefed on all security developments within the programme area, and to ensure that all activities are carried out with due regard to the safety and security environment.
- To ensure the senior management of the programme are well briefed on the safety and security environment at all times.
- To assist in the development of, and maintain, Tearfund's safety and security policies and assist the field management in maintaining such practical facilities, as necessary.
- To liaise with other organisations, notably UNDSS, to coordinate safety and security plans and information exchange as necessary.
- To monitor the outworking of Tearfund's health and safety policies and recommend any issues of compliance to be addressed to the line management.

2. LINE MANAGEMENT / POSITION IN ORGANISATION

- DMT Grade A4
- Reports to Deputy Programme Director
- Support & advise Area Coordinators, Base Managers, Sector Advisors, Project Managers, Programme Director and Deputy Programme Directors.
- Coordinate with other agency safety and Security Advisors, notably those of the UNDSS.
- Liaises with Tearfund safety and Security Coordinator in Tearfund's HQ in the UK

3. DIMENSIONS AND LIMITS OF AUTHORITY

- Approve expenditure on approved operational and programme budgets for which you may have delegated responsibility up to £10,000.
- The above is subject to changes in the Tearfund Disaster Management System.

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4. DUTIES AND KEY RESPONSIBILITIES

The percentage figures shown against each heading are only intended to convey a rough idea of the relative size of the various areas within the overall job.

Programme Strategy and Planning (5%)

- Participate with the Senior management team in developing the country strategy and associated implementation plans/ programme budgets.

Corporate Policies, Management Systems and Procedures (40%)

- Contribute towards promoting and adhering to Tearfund's Purpose, Basis of Faith, Core Values and Operating Principles.
- Undertake all activities in accordance with internal management systems and policies, and monitor field-based operations to maintain compliance.
- To develop security policy and procedures for the programme to be approved by the PD and to support ACs in the writing and implementation of local safety and security plans.
- To advise on and monitor safety and security policies and procedures for all field operations, offices, accommodation, warehouses and the personal safety and security of all staff
- Ensure that all staff are briefed and trained regularly on personal safety and security issues and provide regular security analysis and in-house briefings for staff and visitors.
- Ensure that safety and security procedures are understood and, with line management, respected at all times.
- Assist in investigating all safety and security incidents affecting Tearfund activities or personnel and reporting / advising the Programme Director accordingly. Assist field management in the preparation of such reports as required under the security policy for senior management.
- To attend UN security briefings and to be well-informed of the security situation in our work areas
- To communicate appropriate safety and security information to field staff through written notifications and verbal presentations.
- To monitor and advise on the compliance of radio communications procedures, providing training where staff are less experienced.
- To monitor and advise on the compliance of Tearfund's health and safety standards in the field.
- To advise on improvements to the physical compounds within the programme.
- Assist in communicating mission, purpose, strategic and programme goals and objectives amongst project staff to create mutual understanding and ownership.

Project Cycle Management: (5%)

- Ensure the timely compilation of situation updates, monthly and other narrative / financial reports for field and Head Office management

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Financial Management & Accounting (5%)

- Advise project staff on preparation of project budgets to support compliance with good practice/agreed minimum standards and policies for the sector
- Ensure in country sector related training needs are factored into annual programme budget
- Have a dotted line responsibility on security budgets and advise ACs and PD and DPD on how best to spend security lines.

Personnel Management (20%)

- In conjunction with the Human Resources Manager, assist in defining training needs and support the management and implementation of in-country technical training & development programmes for new and replacement staff.
- To develop and provide induction, training and capacity building to staff at all levels in security management issues as required (e.g. guards in good security management, defensive driving, including convoy driving, etc)
- Role out new safety and security training materials as they become available and are developed locally by the post holder.
- As part of the senior management team, promote the conditions for effective teamwork and commitment to Tearfund values and operating principles.
- Uphold staff conduct and discipline with regard to Tearfund's health and safety and security procedures
- Assist area coordinators in defining required personnel competencies for roles with a specific security component.
- To lead in post incident response and care of staff following an incident in conjunction with HR.
- To develop pastoral support systems to all staff involved in an incident in conjunction with HR

Spiritual Leadership (5%)

- As a member of the senior management team, responsible for assisting in the spiritual leadership of staff; to support their spiritual well being and encourage adherence to Tearfund's Christian distinctiveness.
- Attendance at regular team devotions, away days and retreats.
- Responsible for maintaining your own spiritual development.
- To be committed to actively working and living in accordance with Tearfund's evangelical Christian beliefs.

As Tearfund employs non-Christian local staff, special care will need to be taken to ensure that non-Christian staff are not alienated.

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Good Practice and Institutional Learning (10%)

- Ensure that all aspects of the Programme are managed and implemented in accordance with signatory codes of conduct and accepted good practice.
- Ensure learning from reviews, evaluations and audits is understood and disseminated to field, UK-based stakeholders and other DMT programmes. Ensure learning is placed on internal knowledge management channels (e.g. with the Security Coordinator in the UK).
- Create structured opportunities to encourage learning from project staff and identify case study themes / issues from project experience for analysis, dialogue and possible formulation into emerging best practice and policy.
- Ensure project design and execution is compatible with local cultural norms, paying particular attention to gender issues and conflict management.
- Provide security related technical advice as required

External Relationships / Representation (5%)

- Build positive working relationships with sector-related personnel, local communities, UN, NGO and donor agencies.
- Attend relevant inter-agency workshops, conferences and sector coordination meetings as required.
- Participate within professional / academic research and information-sharing networks to keep abreast of sector developments and key initiatives.

Logistics / Technical Support (5%)

- Advise Logistics Manager on material and equipment specifications for security specific issues.

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INFORMATION FOR APPLICANTS

- Tearfund seek as an organisation to be committed to Christ in all we are and all we do.
- Staff members need to be committed to Tearfund's ethos of professional excellence and spiritual passion.
- It is important that we are committed to relationships by following biblical principles and showing integrity in our dealings with each other.
- We seek as an organisation to be obedient to biblical teaching and evaluate our work and attitudes in line with biblical principles.
- An essential part of our working life is praying together as an organisation and as teams on a regular basis.
- All staff also take part in devotions, away days and retreats

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PART 2 – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> ▪ International Safety and Security awareness and risk management training courses attended 	<ul style="list-style-type: none"> ▪ Bachelor's degree ▪ Humanitarian related post graduate qualification
EXPERIENCE	<ul style="list-style-type: none"> • Proven relief experience, including working in insecure environments • Proven experience with NGO's. • Proven experience of decisive safety and security decision making in complex environments 	<ul style="list-style-type: none"> • Experience in a security advisor role • Experience of management / supervisory responsibilities.
SKILLS/ABILITIES	<ul style="list-style-type: none"> • Strong interpersonal and team skills • Proven ability to be flexible in demanding situations. • Excellent administration skills • Training skills • Excellent communicator • Report writing & presentation skills • General practical competencies in radio communications (VHF, HF) and satellite communications • Good written and spoken English. • Ability to adapt to a changing environment • Stamina and a sense of humour. • Negotiation and representation skills • Analytical skills • Problem solving skills • Computer literate 	<ul style="list-style-type: none"> • Good written and spoken Arabic • Knowledge of development issues and concepts • Experience of working in insecure Africa or Muslim countries

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PERSONAL QUALITIES	<ul style="list-style-type: none">• Committed evangelical Christian• Humanitarian & Christian motivation• Emotionally and spiritually mature• Team player – practical, desire to support the field teams.• Willingness to pitch in and get the job done• Understanding and sensitivity to cross cultural issues• Flexible and adaptable to ever changing environments• Ability to remain calm under pressure• Diplomatic and determined• Willingness to travel and live in basic conditions• Committed to an evangelical Christian church• An understanding of and a commitment to Tearfund’s Mission, Values and Beliefs Statement	<ul style="list-style-type: none">• Contributing to an evangelical Christian church
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