COALITION FOR HUMANITY
Improving Community Resilience

Location:
Juba, Gudele 1, Block IV, Plot No. 1784, off Gudele Road, along 7 Eleven Supermarket Road, next to Big Ben Primary School

MINISTRY OF LABOUR
23 NOV 2026
REPUBLIC OF SOUTH SUDAN
50-H-3
Approved by Directors
23/11/2026

JOB ADVERTISEMENT FOR THE POSITION OF HEALTH, SAFETY AND SECURITY OFFICER

Introduction

Coalition for Humanity (CH) is a national non-profit organization committed to addressing humanitarian and development challenges facing vulnerable communities across South Sudan. Headquartered in Juba, CH implements programmes in Unity State, Ruweng Administrative Area, Upper Nile State, Jonglei State, Eastern Equatoria State, Central Equatoria State, Greater Pibor Administrative Area and Northern Bahr el Ghazal State.

CH works across Protection, Gender-Based Violence, Child Protection, Food Security and Livelihoods, Water, Sanitation and Hygiene, Health and Nutrition, Shelter and Non-Food Items, Peacebuilding, Governance, and Housing, Land and Property. Its work focuses on protecting lives, promoting dignity and strengthening community resilience through locally informed, accountable programming.

CH seeks a qualified **Health, Safety and Security (HSS) Officer** to support the implementation of its security management arrangements, strengthen staff safety awareness and enable safe programme delivery across its operational locations.

Position Specifications

Job Title: Health, Safety and Security Officer
Duty Station: Juba, South Sudan
Reports To: Head of Operations
Travel: Approximately 50%, including visits to field locations

Job Summary

The Health, Safety and Security Officer will support the implementation of CH's security management framework to protect staff, visitors, programmes, premises and assets and enable safe programme delivery across its operational locations.

Reporting to the Head of Operations, the postholder will monitor security developments, conduct and support risk assessments, provide timely briefings and recommend practical measures to address identified threats. The Officer will support movement planning and tracking, incident reporting, emergency preparedness and compliance with CH's safety and security procedures.

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Contact us:
Tell: +211 (0) 916666225/ +211 (0) 924822220
Email: info@ch-int.org/ Website: www.ch-int.org

The role will work closely with programme, logistics and field teams to integrate security considerations into daily operations. It will also maintain relevant coordination contacts, support staff training and promote shared responsibility for safety, informed by humanitarian principles and Do No Harm

Key Responsibilities

1. Security Monitoring and Risk Assessment

- Monitor security developments in Juba and CH's field locations, identifying potential effects on staff, assets and programme delivery.
- Collect and verify information from field teams, NGO Forum, INSO and other relevant sources.
- Prepare timely security updates, alerts and briefings for the Head of Operations and staff.
- Conduct and support risk assessments for programme activities, premises, travel routes and new operational areas.
- Recommend practical mitigation measures and follow up on agreed actions.

2. Security Plans and Procedures

- Support the development, implementation and review of CH's Security Management Plan and location-specific procedures.
- Maintain contingency plans for incidents, relocation, evacuation and other operational disruptions.
- Monitor compliance with minimum operating security standards and escalate gaps.
- Work with programme and support teams to incorporate security requirements into work plans and budgets.

3. Movement Planning and Field Support

- Support travel planning, security clearances and movement authorization in coordination with the responsible teams.
- Track authorized staff and vehicle movements, maintain check-in arrangements and promptly escalate missed communications.
- Coordinate with logistics colleagues on vehicle readiness, communication equipment and route conditions.
- Visit field locations to brief teams, review security arrangements and support corrective action.
- Advise the Head of Operations when changing conditions require a movement or activity to be reconsidered.

4. Incident Reporting and Response

- Ensure safety and security incidents and near misses are reported promptly through CH's established channels.
- Maintain accurate, confidential incident logs, reports and supporting records.
- Support initial incident assessment, emergency communication and response under the direction of the Head of Operations.
- Liaise with relevant authorities and partners within delegated authority.

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- Document lessons from incidents and recommend improvements to procedures and preparedness.

5. Premises Safety and Emergency Preparedness

- Inspect offices, guesthouses and other CH premises for safety hazards and security weaknesses.
- Monitor the condition of fire extinguishers, alarms, first-aid supplies, emergency kits and other safety equipment.
- Coordinate maintenance of security equipment, including CCTV systems where installed.
- Maintain an inventory of assigned security equipment and follow up on losses, defects or replenishment needs.
- Support emergency contact arrangements, evacuation routes, assembly points and safe-haven planning.
- Organize drills and preparedness exercises and track the actions arising from them.

6. Staff Briefings and Training

- Provide security orientation to new staff and visitors and brief personnel before field travel.
- Organize safety and security awareness sessions and refresher training.
- Help staff understand reporting obligations, movement procedures, emergency contacts and personal safety responsibilities.
- Ensure briefings are accessible and understood, including through local-language support where needed.
- Maintain briefing and training records and identify further learning needs.

7. Coordination, Reporting and Accountability

- Participate in NGO Forum, INSO and other security coordination mechanisms as delegated.
- Maintain current contacts with security focal persons, relevant authorities and humanitarian partners.
- Prepare security reports, assessment findings and action updates for the Head of Operations.
- Protect sensitive information and share it only through authorized channels.
- Apply CH's Code of Conduct, safeguarding, PSEAH and Do No Harm requirements in all security activities.
- Perform other relevant duties assigned by the Head of Operations that are consistent with the role.

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Requirements

a) Education and Experience

- A bachelor's degree in security management, Security and Risk Management, Occupational Health and Safety, Disaster and Emergency Management, Peace and Conflict Studies, or a closely related discipline is required.
- Relevant professional training in humanitarian safety and security, incident management, first aid or emergency response is an added advantage.
- Relevant experience in safety, security or operational support within a humanitarian or recovery setting.
- Experience working in complex, fragile or volatile environments.
- Practical experience supporting security monitoring, risk assessments, incident reporting, staff briefings or field movements.
- Good understanding of South Sudan's security context, particularly in CH's operational locations.
- Fluency in written and spoken English. Knowledge of relevant local languages especially Juba Arabic is an added advantage.

b) Core Competencies

- Ability to collect, verify and analyse security information and explain its implications for staff and operations.
- Practical understanding of security risk assessment, movement tracking and incident reporting.
- Knowledge of premises safety, emergency preparedness and evacuation procedures.
- Clear briefing, report-writing and record-keeping skills.
- Ability to coordinate effectively with field teams, humanitarian partners and relevant authorities.
- Proficiency in Microsoft Office and relevant communication tools.
- Ability to manage sensitive information securely and maintain accurate records.
- Willingness and ability to undertake frequent field travel.

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c) Behavioral Competencies

- Sound judgment and composure under pressure.
- Integrity, confidentiality and respect for professional boundaries.
- Strong analytical and problem-solving skills.
- Ability to build trust and provide practical support to colleagues.
- Effective planning, prioritization and follow-through.
- Cultural sensitivity and respect for diversity.
- Awareness of personal limitations and readiness to seek guidance or escalate concerns.
- Commitment to humanitarian principles, safeguarding and Do No Harm.

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Organizational policies & safeguarding

Coalition for Humanity (CH) maintains zero tolerance for sexual exploitation, abuse and harassment, child abuse, fraud, bribery, corruption and other misconduct. All staff must

comply with CH's Code of Conduct, Safeguarding, PSEAH, Security and Safety, Data Protection and other applicable policies.

The HSS Officer must exercise authority responsibly, maintain professional boundaries and protect confidential information, including incident reports, staff movements and personal details. All security activities and interactions with communities, authorities and partners must uphold dignity, non-discrimination, humanitarian principles and Do No Harm.

The postholder must promptly report suspected misconduct through CH's designated channels and support a working environment where concerns can be raised without fear of retaliation. Staff must remain fit for duty and must not carry out official responsibilities while under the influence of alcohol, illegal drugs or substances that impair judgment or performance.

Appointment is subject to satisfactory reference checks, screening, completion of required declarations and acceptance of CH's Code of Conduct. Mandatory induction and relevant refresher training form part of the role's accountability requirements. Breaches of CH policies may result in disciplinary action, including termination of employment.

Disclaimer

This advertisement outlines the principal responsibilities and requirements of the Health, Safety and Security Officer position. It is not an exhaustive list of duties. CH may revise responsibilities or assign additional tasks consistent with the role's professional scope, level of responsibility and operational needs.

Application

Interested candidates should submit an application letter explaining their suitability for the role, an updated CV, copies of academic and relevant professional training certificates, identification documents, and contact details for **three professional referees**, including email addresses, in **one PDF document**.

Applications should be sent to jobs@ch-int.org, with **"Health, Safety and Security Officer"** as the email subject, by **13th December 2026 05:00 pm South Sudan time.** Hard copy application can be delivered to our Head office in Gudele 1, Block IV Off-Gudele Road, along 7-Eleven Supermarket Road, Next to Big Ben Primary School

CH is an equal-opportunity employer. Qualified women and persons with disabilities are encouraged to apply. Applicants requiring reasonable adjustments during recruitment may contact jobs@ch-int.org.

Only shortlisted candidates will be contacted. **CH does not charge fees at any stage of recruitment.**

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