



50-H-3
Approved by Inspector
of Labour
28/8/2025



 Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
**Swiss Cooperation Office,
Embassy of Switzerland, Juba**

**Job advert
Security Manager**

General overview/information

Imatong Employment Solutions (IES) is a South Sudanese human resource company, registered and operating in South Sudan since 2015.

The Swiss Cooperation Office (SCO) in Juba is working together with IES to identify qualified South Sudanese professional for the position of **Security Manager** based in Juba.

Based on its Cooperation Program 2022-2025 for South Sudan, which is embedded in Switzerland's Sub-Sahara Africa Strategy, Switzerland supports humanitarian and development projects in three key thematic areas; Protection of Civilians and Promotion of Human Rights, the Improvement of Food Security and Sustainable Livelihoods and in Promoting Peace and Conflict Resolution. The new Cooperation Program 2026-2029 is currently in elaboration.

Job Description:

The Security Manager reports directly to the Deputy Head of Office and is a key member of the Security Management Team (SMT). The Security Manager works closely with all SCO staff to ensure the safety of personnel, protection of assets, and continuity of operations. The Security Manager is responsible for all aspects of day-to-day operational security in a volatile environment. This includes assessing risks, identifying gaps, and improving SCO's security framework. The Security Manager develops and maintains emergency and crisis scenarios, contingency plans, and Standard Operating Procedures (SOPs). The Security Manager provides expert security advice to senior management, delivers timely updates to staff, and coordinates responses during crisis situations as part of the Crisis Management Team (CMT). The Security Manager also designs and delivers security training to build awareness and individual responsibility among staff. Close collaboration with internal teams and external stakeholders, including local authorities and security providers, is essential to ensure well-coordinated and effective security measures. This position is critical to maintaining a safe working environment and enabling SCO to achieve its mission in South Sudan.

Tasks/Responsibilities:

Meetings, briefings and analysis

- Serves as a member of the Security Management Team (SMT) and Crisis Management Team (CMT), providing expert security and safety advice to SCO management for informed decision-making.
- Chairs weekly SMT meetings, prepares and circulates concise minutes, and delivers regular security briefings to all staff.
- Conducts security briefings and debriefings for new staff and visitors, ensuring understanding of procedures, policies, and local context.



Documents

- Monitors and analyses security reports, situation reports (sitreps), and media sources to identify threats and trends, proactively advising management on preventive measures.
- Develop and manage a daily security risk matrix.
- Designs and implements context-specific security updates and measures for staff safety.
- Develops and regularly updates emergency scenarios, contingency plans (hibernation, relocation, evacuation), crisis response plans, and project security maps.
- Develop and/or update a security management plan including SOPs based on the security assessment.
- Maintains and updates security documentation, including KMZ digital platform, SOPs, handouts, rules of engagement, and operational guidelines for guards and drivers.
- Oversees the security risk matrix and journey management, approving travel forms, providing pre-travel briefings, and tracking staff movements during field missions.
- Documents incidents, maintains permits and access control for Swiss House, and ensures proper record-keeping.

Supervision of staff

- Ensures compliance with security policies, informs SMT of gaps, and develops monitoring systems.
- Acts as the focal point for the private security company, ensuring adherence to contractual obligations as well as for the Diplomatic Police Unit in correspondence with the Deputy Head of Office.

Networking

- In collaboration with the Deputy Head of Office, builds and maintains a reliable network of security contacts across organizations, UN agencies, local authorities, diplomatic missions, and emergency services.

Training

- Organizes in-house training sessions (e.g., firefighting, incident management, communication, navigation, evacuation).
- Manages the development, testing, and implementation of crisis preparedness and response plans involving all staff.

Field Trips

- Supports staff in planning field missions, including pre-travel briefings, contingency planning, and movement supervision.
- Prepares weekly vehicle work plans, ensures vehicle safety and maintenance, and maintains updated vehicle documentation (insurance, licenses, permits).
- Conducts risk assessments during field missions as needed.

Various

- Performs any other task assigned by the direct supervisor or Head of Office.



Education, Skills and Experience:

- Bachelor's degree in relevant field.
- Minimum of 3 years of progressive experience in security management – ideally within a diplomatic representation – and a strong understanding of national and regional security dynamics.
- Excellent written and spoken English.
- Expertise in operational security risk management, including crisis management, contingency planning, and emergency response.
- High reliability, integrity, discretion, and the ability to handle sensitive information.
- Ability to work independently and in a structured manner, possess strong problem-solving skills, and have a results-oriented mindset.
- Proficiency in MS Office.
- Effective communication and networking abilities.
- Strong interpersonal, leadership, and intercultural skills are essential.

We appreciate the time and effort all applicants invest in applying for this position. Due to the volume of applications, we will contact only those candidates selected for further consideration.

We are committed to fostering a diverse and inclusive workplace. We strongly encourage applications from women, youth, and individuals from underrepresented backgrounds. Your unique perspectives and experiences are valued and will contribute to the richness of our team.

Application Process:

Interested candidates are asked to provide their current CV and cover letter, expressing their motivation for applying and their relevant experience/expertise.

The applications are to be submitted to:

Online at <https://imatongemploy.com/job-application-form/>

Hard copies may be dropped to the Imatong Employment Solutions office in Thong Ping. Please contact +211 921 277 383 for directions.

Applications will be reviewed on a rolling basis and should not reach later than **16th September 2025 at 5pm.**

