

## **JOB DESCRIPTION**

**Job Title:** Director, Staff Safety and Security  
**Reports To:** Chief Operating Officer

### **JOB SUMMARY/BACKGROUND**

Reporting to the Chief Operating Officer (COO), this position is responsible for the development and implementation of organizational strategy for staff safety and security. The Director is responsible for setting the operational standards for safety and security throughout the organization and for assisting in their implementation via the Regional Directors and Country Representatives. The Director conducts security assistance visits to directly support organizational efforts in threatening environments. The Director will ensure good collaboration throughout the organization in regard to security matters, and also with many traditional and non traditional agencies, including the ICRC, international and national NGOs, departments of national and international governments and the United Nations, and an assortment of official and non-official military and security groups in countries where the organization operates.

### **JOB RESPONSIBILITIES:**

#### **INTERNAL:**

Accountable for establishing and maintaining the environment for the safety and security of all staff members, the Director

- Develops agency-wide staff safety and security policies, procedures and guidelines, which are implemented through existing organizational structures;
- Provides leadership and direction in all areas of security preparedness, including training;
- Reviews Regional Office and Country Program plans for security;
- Drawing on the experience of other agencies, develops protocols for security emergency response;
- Travel to emergency operations overseas, to identify security concerns relating to program interventions, and to provide concrete advice and assistance as needed;
- Oversees the development and implementation of a consistent method of collecting security incident information, and synthesizes and prioritizes it efficiently for communication to the COO;
- In times of security emergencies, serves as the point person (24/7) to support the COO in decision-making, by obtaining rapid and frequent communication from the field and by making recommendations for necessary action.

#### **EXTERNAL:**

- Represents the organization at various meetings relating to security or civilian-military cooperation,
- Continues to develop policies and participates in advocacy efforts related to military-civilian cooperation,

- Visits and cooperates with other NGOs on matters related to staff safety and security,
- Remains aware of trends, analysis, studies and evaluations that might inform our understanding of security threats that we are facing, or effective policies and practices that might enhance staff security.

**QUALIFICATIONS / SKILLS / ABILITIES / EXPERIENCES:**

- Specific and detailed knowledge of security and communications requirements as they relate to international humanitarian assistance agencies.
- 10 or more years of experience working in the developing world, leading diverse groups of individuals in stressful situation towards organizational goals.
- 5 or more years of experience assisting international organizations in developing a strategy and operational plans to ensure staff safety and security.
- Demonstrated success in leadership positions.
- Experience in hostile and stressful environments.
- Demonstrated ability to lead diverse and cross-cultural teams to achieve common objectives.
- Excellent communication skills, verbal and written.
- Ability to relate to military culture, staff and structures.
- Familiarity with emerging technologies that relate to security management and communication.
- Bachelor's Degree in a field relevant to field operations. (recommended)
- Fluency in either Spanish, Portuguese or French. (recommended)