



## JOB DESCRIPTION

<b>TITLE:</b>	<b>Safety and Security Director</b>
<b>PROGRAM:</b>	<b>Operations</b>
<b>REPORTS TO:</b>	<b>Chief Operating Officer</b>
<b>LOCATION:</b>	<b>TBD –</b>
<b>FLSA STATUS/UNION</b>	<b>Exempt/Non-Union</b>

Engender Health’s vision is Women and Girls First. The vision is underpinned by the mission; catalyzing the value of women and girls by harnessing the power of sexual and reproductive rights and health.

EngenderHealth is a leading global women’s health organization committed to ensuring that every pregnancy is planned, every child is wanted, and every mother has the best chance at survival.

### JOB SUMMARY:

The Safety & Security Director directs the development, implementation and monitoring of an effective strategy to mitigate risk; maintains continuity of operations, and provides for the safety and security of all employees. S/he serves as the primary focal point for safety and security for both HQ and field offices globally and in the US. He/she shall also serve as the subject matter expert on all safety and security related matters. He/she will be responsible for establishing policies and standards affecting safety and security of staff members, field facilities and assets, and program activities globally. He/she will ensure security protocols and mechanisms are in place to address country programs’ unique security challenges. He/she provides direction and technical support in developing and maintaining country programs’ context-specific field security plans. This position will require US and international travel (up to 30-40% time).

### RESPONSIBILITIES:

1. Ensure Compliance:
  - a. Monitor and support global **security and safety compliance**.
  - b. Assist country programs to meet the Security Standard Operating Procedures (SOPs) and revise or establish protocols for staff and visitors.
  - c. Ensure occupational **health & safety** standards are met according to local and international H&S legislation.
  - d. Develop occupational health & safety **global standards for EngenderHealth** and ensure compliance.

2. Provide Technical Support:
  - a. Develop and update **security plans, business continuity plans, crisis management plans,** and policies and procedures, in accordance with best practices and ensure their implementation;
  - b. **Investigate** and make recommendations regarding all safety, security and risk management related issues;
  - c. Coordinate and assist the implementation of **organizational risk assessments and mitigation plans;** scenario planning, security plan development for each EH location.
  - d. Assess and prioritize training needs and conduct or co-ordinate training as part of the **induction process** for new staff, including program security training, security management, crisis management, travelers' security and hostile environment awareness training. (HEAT).
  - e. Develop and facilitate **security and safety training** both at HQ and field offices.
  - f. Crisis/contingency planning and management.
  - g. Recommend safety and security inclusions into programmatic activities.
  
3. Provide Security Information:
  - a. Monitor daily security bulletins to identify key alerts and emerging trends and produce and **distribute communications** to appropriate recipients.
  - b. **Provide alerts on immediate threats** and emerging security policy trends of concern to senior managers for informed decision making.
  - c. Monitor local safety and security conditions, including environmental hazards, and liaise and coordinate with **external agencies** – Embassies, funders, private security contractors, UN, peacekeeping missions, NGO coordinating bodies, local governments, etc.
  - d. Support EngenderHealth program teams by providing ongoing **advice** and responding to security queries, assessment needs, remote or close support as required.
  - e. Maintain communications and information for all staff, meeting all **reporting requirements** to the SLT, Board and others as required.
  - f. Provide advice and **counsel to management** on matters relating to employee and property safety and security.
  - g. Provide information by reviewing, developing, and continually **refining security operation's operational manuals and procedures;** briefing executives and managers on security-related issues.
  
4. Emergency Response:
  - a. Convene and lead **security and safety emergency teams** at HQ or field as appropriate.
  - b. Deliver essential care and ensure proper co-ordination in support of **medical emergencies,** including evacuation of employees for medical reasons.
  - c. Provide crisis management team and disaster management **team leadership** by providing expertise; collecting, analysing, and summarizing intelligence data and trends; developing strategies.
  
5. Travel Security & Safety:
  - a. Determine **protection** requirements by gathering and reviewing pre-planning travel intelligence information of all travelling staff; issuing travel advisories and briefings and making travel security arrangements, when needed.
  - b. Operational fleet management and control (tracking and speeding systems, etc.,).

- c. Ability to assess travellers' behavioural risks, local cultural and legal restrictions, and recommend appropriate measures.

*'These responsibilities may be modified, deleted and others assigned as circumstances dictate, with consultation.'*

#### **QUALIFICATIONS:**

1. Bachelor's degree in International Relations, Criminal Justice, Homeland Security, Security Administration or related area or ability to demonstrate a work-based equivalent;
2. Private security experience, military or law enforcement background; experience in NGO security advantageous;
3. Minimum of 10 years implementing security programs and a strong knowledge of security management in complex environments;
4. Preferred familiarity with USAID and other donor agencies policies and procedures, including European donors, such as DFID and the European Commission; particularly as relates to "duty of care";
5. Experience working in conflict and post-conflict settings;
6. Experience liaising with private security companies and contractors;
7. Experience conducting training for small groups;
8. Comprehensive knowledge of regional security issues. (e.g. Africa, Asia, etc.)
9. Demonstrated understanding of complex emergencies, related security concerns and appropriate responses to such emergencies;
10. Exceptional communication skills for explaining complex security concerns, policies, protocols, and procedures to senior management, employees, consultants, volunteers and consistently apply them at all levels;
11. Written and spoken fluency in English and French essential;
12. Willingness to travel at very short notice to post-conflict and high-risk environments as required.
13. Must be comfortable and respectful of EngenderHealth's programming that promotes women's rights, gender equality, sexual diversity and LGBTQ rights.

***EngenderHealth provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, creed, ancestry, citizenship, religion, color, gender, gender identity, gender expression, age, national origin, political belief, sexual orientation, genetic information, status as a victim of domestic violence, marital status, disability or any other protected characteristic or status under applicable federal, state and local laws.***

***EngenderHealth complies with applicable federal, state and local laws governing non-discrimination in employment in every location in the United States in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.***

**To apply for this position, please go here--**

<http://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp;jsessionid=8BF2093E13378C5345EE1BAC42C7488?org=ENGENDERHEALTH&cws=1&rid=1068>