

## SOLIDARITY CENTER

### Job Description for an 18-month Management Level Contract Position

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Title: Senior Advisor for Global Safety and Security  
Location: Washington, D.C.  
Duration: 18-month contract with benefits  
Reports to: Director of Operations

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*The Solidarity Center is the largest U.S.-based international worker rights organization helping workers attain safe and healthy workplaces, family-supporting wages, dignity on the job and greater equity at work and in their community. Its programs are based on the fundamental principle that working people can, by exercising their right to freedom of association and forming trade unions and democratic worker rights organizations, collectively improve their jobs and workplaces, call on their governments to uphold laws and protect human rights, and be a force for democracy, social justice and inclusive economic development. Founded in 1997 and allied with the U.S. labor movement, its programs in more than 60 countries focus on human and worker rights awareness, union skills, occupational safety and health, economic literacy, human trafficking, women's empowerment and bolstering workers in an increasingly informal economy.*

#### **Purpose:**

The safety and security of the Solidarity Center's 230+ staff worldwide, as well as dependents, travelers and partners, is of utmost concern to the organization. Recognizing the challenges of implementing programs across the globe with varying risk levels, the Solidarity Center seeks a Senior Advisor for Global Safety and Security to develop and implement a security strategy, guidelines and policies, as well as management systems utilizing a risk mitigation approach. Up to 40 percent international travel may be expected for this position. The Senior Advisor will report to the Director of Operations and will have a direct line of communication to the Executive Director and senior leadership. This is a contract position for an 18-month period that includes benefits (e.g., health insurance and paid leave) based on eligibility requirements. Depending on organizational priorities and availability of funding, there is a potential for extension or permanent hire.

#### **Areas of Work:**

##### *Global Safety and Security Strategy (by month 3)*

- Assess current safety and security policies, protocols and guidelines, consult with senior leadership, Regional and Country Program Directors, and develop global strategy for organization, including estimated implementation costs
- In consultation with senior leadership, identify priority countries for security risk assessments and develop plan for their conduct
- After 16 months, review global security strategy and budget, and make recommendations to senior leadership for next 3 to 5 years

##### *Security Management Systems Development (by month 6)*

- In coordination with Director of Operations, assess needs and make recommendations regarding travel agency, external risk management, and security information and tracking services, including Travel Alert System, to ensure complementarity
- Identify and procure security subscription service for daily updates for distribution to all staff
- Develop database to track Solidarity Center travel and staff security training, conduct safety and security briefs in a timely manner, and provide direction to staff member assigned to maintain database
- Develop security briefing materials and ensure that all new employees, international or national, receive appropriate security orientation
- Review/revise or develop and manage security incident reporting system, and apply an analytical framework to incident data
- Review and revise, as necessary, security guidance and requirements for new field offices and residences to ensure safety and security of staff
- Provide guidance on security standards for in-country hotels and other venues where SC and its partners hold events
- In collaboration with Human Resources, manage the emergency medical and evacuation processes
- Make recommendations to ensure viability and sustainability of systems

#### *Risk Assessments (by month 12)*

- Conduct risk assessments in priority countries and identify ways to assess risk in others to strengthen SC's safety and security standards globally
- As part of risk assessment, assess emergency communication protocols and availability of appropriate communications technology; update the emergency communication contact list; and orient all staff to emergency communication procedures and technology
- In consultation with Country Program Directors, review and revise, as necessary, field office safety and security manuals based on risk assessments; maintain HQ repository of plans
- Provide risk analysis and mitigation information for proposals and budgets
- Make recommendations to mitigate risk in each country, ensure risk assessments are routinely performed and security manuals are updated accordingly

#### *Global Security Monitoring and Risk Mitigation (ongoing)*

- Monitor global security environment to assess impact on SC offices, programs and staff, and provide guidance accordingly
- Maintain contacts and relationships with appropriate international agencies, embassies and other official security resources, and liaise with other NGO security managers and working groups, such as OSAC and Interaction Security Advisory Group
- Serve as SC primary point of contact for security matters and coordinate multi-directional flow of information among senior management, DC program team and field offices
- Provide reports at managers' meeting on a monthly basis or as requested
- Contribute to enterprise risk management discussions by providing reports and analysis related to staff safety and security
- Coordinate security assistance from external service providers, as needed
- Evaluate available training resources for staff or develop/conduct training programs to raise awareness and build security and emergency management skills of SC staff and travelers
- In coordination with Human Resources and Operations, review and assess SC's risk insurance policies to ensure appropriate and cost-effective insurance coverage and inform insurance providers on SC risk mitigation measures
- Make recommendations for continued security monitoring and risk mitigation efforts

### *Crisis Management (ongoing)*

- Serve as primary coordinator of the Critical Incident Management Team
- Review/revise/develop SC Critical Incident Management Plan and ensure it continues to be a living document
- Organize at least one simulation to practice incident response
- Make recommendations to ensure critical incident management continues

### **Requirements:**

- Bachelor's Degree in a related field
- Minimum of 15 years of security experience in international operations, with a minimum of 10 years working in an international non-governmental organization (NGO) and a minimum of 2 years of working overseas in security management in challenging environments
- Previous experience establishing security management systems and training staff
- Fluency in English, with working knowledge of a second language (Spanish, French or Arabic) highly desirable
- 24/7 availability to provide support for major security emergencies, as needed
- Willingness and ability to travel internationally, including to countries with security risks

### **Knowledge, Skills and Abilities:**

- In-depth knowledge of security requirements as they relate to international development programs and excellent understanding of importance of working with local partners in their environments (risk mitigation vs risk aversion approach)
- Demonstrated ability to quickly analyze situation and problem solve
- Strong organizational skills, and the ability to be flexible and calm under pressure
- Demonstrated resourcefulness in setting and juggling priorities, guiding people and managing financial resources
- Excellent communication skills (both written and oral)
- Strategic thinker and tactical planner
- Strong writing and presentation skills, including power point and excel spreadsheets
- Good sense of humor a plus

This job description is not an exhaustive list of responsibilities associated with the position.

### **Application Instructions:**

Submit cover letter and resume to: <https://solidaritycenter.bamboohr.com/jobs/view.php?id=20>

No phone calls please.

*The Solidarity Center is an equal employment opportunity employer that does not discriminate against any person employed or seeking employment based on race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, marital status, disability, veteran status or any other status protected under applicable law.*