



## CARE INTERNATIONAL

### JOB DESCRIPTION

<b>Position title</b>	: Global Safety and Security Advisor (GSSA)
<b>Location</b>	: One of the main CI Secretariat hubs (London, Brussels) or in a CARE member or CARE country office (TBD)
<b>Contract type</b>	: Permanent
<b>Supervisor</b>	: CI Safety and Security Coordinator
<b>Date</b>	: As soon as possible
<b>Travel requirements</b>	: Approx. 65% travel

#### **Background:**

CARE International (CI) is one of the world's largest international non-governmental relief and development organizations working in collaboration with a wide range of strategic partners to save lives, defeat poverty and achieve social justice.

CI is a confederation of independent member organisations that work in more than 90 countries around the world.

All of the actors of the confederation maintain and hold a serious commitment to ensure that CARE staff, partners and beneficiaries can work in the safest possible conditions and that the CARE International Safety and Security Standards and key performance indicators in their associated country offices are followed. CARE International believes that Safety and Security risk management across the CI confederation is a key enabler for our work in the world's most vulnerable communities and that it is central to achieving our collective mission.

The Global Safety and Security Advisor (GSSA) is a multidiscipline technical expert when it comes to safety and security risk management. S/he fills safety and security needs across the confederation on an as-needed and as-requested basis, working to support the already existing safety and security units and focal points.

The ideal candidate is a highly motivated people person who proactively identifies and seizes opportunities to share her/his passion for safety and security management with others. At the heart of this passion is a commitment to building the capacity of others, a solid technical background in NGO safety and security risk management, and a strong skillset to communicate both of these things in a clear, concise and accessible manner. S/he must be able to work equally effectively with minimal supervision and is just as happy rolling up their sleeves to get things done in a remote field office, as when briefing senior leadership teams on critical incident response procedures.

**Specific responsibilities but not limited to:**

- 1) **Deploy** anywhere in the CARE world, or work remotely, to support the safety and security needs of CARE Country Offices, or CARE International Members in line with CARE International's Safety and Security Principles, Standards and Key Performance Indicators. This is demand-driven, time-bound tasking (approximately 60%).

This may include, but is not limited to:

- a. Temporarily filling staffing gaps for safety and security or supplementing existing Safety & Security (S&S) staff capacity;
- b. Providing additional support to safety and security staff and senior leadership teams and offering training on safety and security management topics, including critical incident management;
- c. Provide guidance and oversight in a critical incident management/response for members who are lacking this capacity;
- d. Enhancing safety and security surge capacity during rapid onset and protracted emergency responses;
- e. Developing and implementing, or assessing and strengthening, risk assessments, safety and security management plans, and SOPs for staff safety and security;
- f. Assisting offices in preparing for, or implementing recommendations from, the safety and security audits.

- 2) **Support the work of the CI Safety and Security Coordination Group (CI SSCG)**, which determines policy and procedure for CARE's safety and security risk management across the confederation (approximately 10%)

This may include, but is not limited to:

- a. Developing guidance documents and toolkits for use across the membership;
- b. Developing and/or editing reports for submission to the SSCG Chair and members, and key stakeholders across the membership;
- c. Producing high quality analysis of events, groups or situations that have safety and security implications for CI country presences;
- d. Providing briefings to CI CO, CIM and CI Secretariat leadership.

- 3) **Support the CARE International Secretariat to meet the safety and security needs of its employees** (approximately 25%)

This may include, but is not limited to:

- a. Fulfilling the role as the Safety and Security Focal Point for CI Secretariat staff on all matters pertaining to safety and security;
- b. Ensuring safety and security orientations are provided in a consistent manner to CI Secretariat staff and consultants;
- c. Developing and ensuring adherence to CI Secretariat safety and security Standard Operating Plans;
- d. Identifying and communicating internal training opportunities related to Safety and Security for CI Secretariat staff and providing guidance on external training provision;
- e. Maintaining, updating and implementing internal CI Secretariat Safety and Security Management Plans for the CI Secretariat offices in Geneva, London and Brussels;

- f. Supporting and advising the SG and CI Leadership in times of a critical incident or a crisis situation in which a CI Secretariat staff is involved;
- g. Undertaking any other duties as required by the CI SG.

*This responsibility, while 25% of the time, is a consistent role, whereas the other two responsibilities are as-needed. For this reason, there may be some elements of this that need to be done while on deployment with other COs or CIMs.*

**4) Any other activity pertaining to safety and security support, as requested by the Safety and Security Coordinator, or The Safety and Security Coordination Group Chair (approximately 5%).**

**Key Working Relationships:**

- SSCG Chair, Safety & Security Coordinator and all members of the SSCG;
- CI Secretary General;
- CI Secretariat Staff;
- CI Humanitarian and Operations Director;
- CARE Emergency Group (CEG);
- CI Member Safety and Security Managers;
- CI Member and CI Country Offices Safety and Security Focal Points and Country Directors.

**Qualifications:**

**You are:**

- Committed to CARE's mission, vision and values, especially our focus on gender equality. It is not just about what we do, it is about how we do it, and you will be a part of this.
- Creative, compassionate and competent
- A self-starter, able to work well with limited supervision to produce results
- A strong communicator, capable of conveying verbal and written information clearly and concisely to a variety of diverse stakeholders
- Excellent with people, you foster trust quickly and are able to maintain it across time and distance
- Fluent in written and spoken English; ideally you can also work in French, Spanish and/or Arabic
- Highly organised, efficient and results- oriented, able to manage a fast pace of work in often-stressful situations
- A team player, eager to contribute actively to the wider safety and security work across CARE.
- Willing to travel to high/extreme risk locations, which are often remote and lacking in basic services.

**You possess:**

- At least 5 years' experience managing gender-inclusive, operational NGO safety and security management systems in a range of environments and risk contexts
- Experience developing and facilitating training workshops on safety and security topics in the NGO sector
- A strong understanding of the NGO safety and security sector, trends, challenges, and legal frameworks

- The ability to deal with sensitive issues with discretion, to respond positively to challenges, and to find creative and innovative solutions to problems
- Exceptional report-writing skills
- The ability to work effectively in cross-cultural settings with people from diverse backgrounds

CARE offers the chance to work with a great team and make a difference to the world. In addition to a competitive salary, we offer generous holiday benefits and substantial pension contributions to the successful candidate.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or child by any of our staff, representatives or partners. CARE International reserves the right to seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment the applicant may have been found guilty to have committed or about which an investigation was in the process of being carried out at the time of the termination of the applicant's employment with that employer.

By submitting the application, the job applicant confirms that s/he has no objection to CARE International requesting the information specified above.

**How to apply:**

**If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you. Please apply by sending your CV and cover letter of interest in English to [cirecruitment@careinternational.org](mailto:cirecruitment@careinternational.org) by 24 February 2019.**

Only short-listed candidates will be contacted.

More Information on CARE International is available at [www.care-international.org](http://www.care-international.org).

Only candidates with the relevant work authorization will be considered.

***CARE seeks to improve the lives of the most marginalized, particularly women and girls. Our diversity is our strength. We encourage people from all backgrounds and experiences to apply.***