

# CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – SAFETY & SECURITY

## Purpose / Role

The purpose of this role is to ensure that CARE international and local personnel are working within an environment consistent with accepted minimum safety and security standards. This encompasses the development of security plans and of mainstreaming the individual and collective sense of security and safety awareness and responsibility. It also consists of advising the Country Director on security challenges, developing risk assessments and proposing risk reduction measures in addition to developing, maintaining, updating and implementing when necessary, security protocols and operating procedures according to the changing situation.

## Responsibilities and Tasks

### 1. Environment analysis

- Analyse the parameters of the working environment by assessing the nature of the threats and CARE vulnerabilities in relation to the emergency situation.
- Collect the necessary data and information to develop a comprehensive risk assessment.
- Monitor political, social, economic and military situation and identify trends relevant to security situation.

### 2. Security management

#### 2.1 Prevention

- Contribute to develop a safety and security culture within the mission by addressing and helping staff to address safety and security related issues.
- Ensure that security planning becomes an integral part of day-to-day operations and is integrated into the development of future programs.
- Assist with the strategic and operational analysis and assessments, and with the refinement of program strategies.
- Perform security risk assessments or evaluation missions to the field and regularly review safety and security procedures.
- Ensure the CO is meeting minimum standards and complying with policies and procedures.
- Develop and regularly update the Safety and Security Management Plan and tools in accordance with the nature of safety and security risks (inc. detailed threat assessment, security protocols, standard operating procedures for personal movement & transport, office, warehouse, tele/radio communications, incident report sheets, etc asset protection).
- Develop appropriate safety and security protocols depending on the nature of specific threats such as UXOs, landmine, IT, or for cash management.
- Ensure safety and security dimensions are factored into all operational activities such as programming (including budget), advocacy and communication.
- Assist managers enhancing standards in relation to safety and security
  - Coordinate with Human Resources Manager/ Administrator to ensure field staff know how to identify health risks in the region, how to protect against illness, injury and stress, and how to obtain proper support or medical treatment.
  - Work with administrative / logistics staff to ensure appropriate steps are taken to safeguard office premises, equipment and residential property (guards, locks, lighting, alarms, and fire equipment).
- Develop a network of contacts among local actors to facilitate CARE work and enhance the security of its operations.
- Represent CARE International and coordinate amongst all actors (state, military, UN, NGO, etc) on all matters pertaining to safety and security.
- Organise and circulate relevant safety and security information to the staff and provide an opportunity for employees to voice Safety and/or Security-related concerns.
- Contribute to the security of humanitarian community by share relevant security related information
- Ensure timely and accurate reporting of safety and security incidents.
- Coordinate training in safety and security ensuring that staff have the necessary equipment and are trained accordingly.
- Ensure that project proposals and operational plans budgets include safety and security plans.
- Ensure that all incoming visitors receive a security briefing and information.
- Ensure all staff understand and fulfil individual and collective responsibilities for safety and security.
- Supervise and enforce (including disciplinary action where necessary) compliance safety and security standards and procedures.

#### 2.2 Reaction

- Ensure that an administrative structure is put in place to effectively deal with crisis management
- Develop contingency plans for incidents management events such as

- Accidents, ambush, car hijacking, etc).
- Severe injuries and serious illness (hospitalisation or medivac)
- Kidnapping
- Death of employee
- Destruction of essential assets
- Train staff on contingency measures and ensure they know how to react
- Establish relocation and emergency evacuations plans.

### 3. Recovery and resumption of operations

- Ensure that preparations are made to enable post incident counselling to be offered to staff who have been confronted to traumatic events.
- Take the necessary measure to ensure post incident recovery and operation continuity.
- Make the necessary arrangements to ensure resumption of critical processes, systems and operations (alternate worksites, office storage, and remote control).

### 4. Review

- Review periodically past experiences and practices and propose improvements based on analytical judgment.

#### Key Internal Contacts

Country Director, CO Emergency Response Team, Finance and Administration Managers, HR Manager, CI Member HR Dept., Emergency Response Director, CI RED team, CISSU

#### Key External Contacts

Professional and relevant counterparts International Organisations (UNDSS, UNOCHA, UNDAC...), NGOs, private security companies, military organisations (if appropriate), and host government representatives.

#### Reporting Lines

This position reports to the CI RED Team Leader.

Where this is the only CI RED deployment they will report to the Country Director or ACD Program as agreed.

### Selection Criteria

#### Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.

#### Technical competencies required for this position

- High level of experience in developing security related technical tools guidelines and systems.
- Qualifications and / or experience in professional security related fields.
- Ability to teach basic personal safety and security, and landmine safety and awareness.
- Strong assessment, evaluation, analysis and strategic planning skills.
- Knowledge of Humanitarian /Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.