

**CARE INTERNATIONAL SECRETARIAT**

**Position Title: Safety and Security Auditor**

**Supervisor: SSCG Coordinator (François PELCRAN)**

**Supervises: None**

**Location:** Flexible. Countries where CARE has a registered office and can host the role, and where the candidate has relevant work authorisation, preferably Kenya or Jordan.

**Type of Contract:** Contract managed by your hiring office, following labour conditions and regulations adhered to by that office.

**Travel: 30% to 50% of the time.**

**1.**  **BACKGROUND AND OVERVIEW**

CARE’s vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE[[1]](#footnote-1) puts gender equality, diversity, and inclusion at the centre of all we do because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. CARE’s Vision2030 places gender equality at the heart of our ambitions and it radiates through all our work at the level of individuals, teams, the organisation, our programs and our partnerships.

CARE International (CI) is among the world’s largest international non-governmental humanitarian relief and development Confederations. Drawing on its 75 years of experience, through its 21 Members, Candidates and Affiliate, as both a practitioner and thought leaders, CI’s work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

At the core of the Confederation is a small, globally distributed Secretariat, which provides coordination and support to its members in many areas as governance, strategic planning, communications, membership development and accountability, advocacy, and program development. CARE International is committed to gender equality and inclusion, gender justice, human rights and women’s and girls’ empowerment. This commitment is manifested at the individual and team level as well as in our programming, communications, fundraising and advocacy.

**2. POSITION SUMMARY**

As part of the 2016 review of how to best meet the global safety and security needs of the CARE International (CI) Membership and the subsequent establishment of the CI Safety & Security Coordination Group (CI SSCG), it was agreed that the CI SSCG would develop an audit program for safety and security across the CI membership to provide assurance and oversight for CARE’s Senior Leadership around CI Members duty of care and the safety and security commitments and requirements stated in the CI Code. It was also agreed that the CI SSCG should design a set of key performance indicators (KPIs) to support a standard approach to the audit and enable a uniform set of benchmarks to be tracked and reported against. For this purpose, an external company (Safer Edge) was selected as the service provider to conduct the external audits.

The CI Safety & Security Coordination Group (CI SSCG) decided at the end of 2023 to hire an internal resource to work in parallel and do some KPI audits and evaluate CARE CI’s capacity to undertake all KPI audits in 2025.

The first year (2024) will be crucial, as the auditor will have to use the methodology, perform audits and define if an internal auditor can undertake 100% of Safer Edge’s tasks.

Overall, the goal of the audits are 2 fold.

1. **Compliance by CO’s with the KPI’s**The Safety and Security Audit program will measure the compliance of selected CI Members and CI Country Offices against CI’s Safety & Security KPIs (which are based on the 2013 CI Safety and Security Standards, which in turn were derived from the CI Safety & Security Principles). The KPIs will address systems, processes, protocols, training, documents, budgets, and other components of safety and security management that enable staff security and resilient programming across CI’s diverse operational portfolio. As the KPIs link directly to the CI Safety and Security Standards and Principles, they enable a high-level look at how well the CI membership is doing in adhering to these foundational safety and security commitments.
2. **Gaps & Successes**  
   The audits will capture both successes and areas for improvement informing learning to fill gaps and build on successes. The audit program firmly situates accountability for successes, weaknesses, and actions for the follow-up, within senior leadership at CI Country Office, CI Lead Member, and CI Secretariat levels. Also addressed in the audit program will be institutional gaps in policies, procedures, and tools, allowing these to be addressed by the SSCG so that safety and security management throughout CI can be fit for purpose and represent the operational excellence we strive for.

**3. MAIN RESPONSIBILITIES – specifically but not limited to**

# Responsibilities

The SS Auditor will audit CI Country Offices /Country Presences / CI Members against the CI Safety and Security KPIs.

1. **Perform audits – perform either in-country or remote audits**

*1.1 In-country audit of a preselected CO.*

The auditor will travel to the CO main office location and work in close collaboration with Senior Leadership and S&S Staff for no more than five working days to interview, discuss and research. The auditor is expected to:

* 1. Discuss and finalise the audit schedule and any other details with the CO six weeks in advance.
  2. Prepare for a survey to be sent to all staff in the dominant language. The translation of the survey will be arranged by the CO. The CO is responsible for the distribution of the survey. For unsupported languages in Google forms, the CO will also collect the survey results. Any additional costs will be on CI.
  3. Meet and brief the CO Senior Leadership and S&S Staff upon arrival in the country.
  4. Provide an Activity Brief PowerPoint Presentation (PPT) including key findings to the CO Senior Leadership and S&S Staff prior to departure.
  5. Provide a draft Audit Report in the agreed format to the CO within 10 working days of the audit completion. The CO will review and respond as soon as possible, with a maximum of 15 working days to respond.
  6. Complete the draft report within 5 working days of receiving from the CO and submit the final draft to the S&S Group Coordinator (representative of the S&S Coordination Group).
  7. Schedule a 1-hour (approx.) phone call with the S&S Coordinator to discuss the audit, feedback and recommendations.

*1.2 Level 2 Audit (Remote –Desk based)*Remote audit of a preselected CO. The auditor will work closely with Senior Leadership and S&S Staff remotely to interview, discuss and research. The auditor is expected to:

1. Discuss and finalise the audit schedule and any other details with the CO six weeks in advance;
2. Provide the CO with a submission list of key documents for review to the CO Senior Leadership and S&S Staff a month in advance which will be compiled and provided to the auditor one week before the audit.
3. Prepare for a survey to be sent to all staff in the dominant language. The translation of the survey will be arranged by the CO. The CO is responsible for the distribution of the survey. For unsupported languages in Google forms, the CO will also collect the survey results. Any additional costs will be on CI.
4. Provide a draft Audit Report in the agreed format to the CO within 10 working days of the audit completion. The CO will review and respond as soon as possible, with a maximum of 15 working days to respond.
5. Complete the draft report within 5 working days of receiving from the CO and submit the final draft to the S&S Group Coordinator (representative of the S&S Coordination Group)
6. Schedule a 1-hour (approx.) phone call with the S&S Coordinator to discuss the audit, feedback and recommendations.

# 2. Reporting – provide reports as required

An Audit report is prepared for all KPI audits and at the end of the fiscal year.

**Audit report**  
For each CO that is audited, the auditor will produce an audit report in a predetermined template. The report will consist of a 2–3-page qualitative assessment of the findings and recommendations for improvement. The final audit report will be in English and translated if needed.

**Produce Annual report**  
After 8 audits the auditor will produce a 2-3-page qualitative report to the S&S Group Coordinator highlighting general trends and observations regarding S&S management across eight audits and provide recommendations.

**4. KEY WORKING RELATIONSHIPS**

* + The role will be part of the SSCG TEAM
  + Direct reports to the SSCG Coordinator (François PELCRAN)
  + Main roles to collaborate with: CARE Country Offices selected for KPI audit.

**5. QUALIFICATIONS (Key Selection criteria)**

**Essential technical competencies for the role**:

* Humanitarian Safety & Security.
* Audit/Assessment.
* Strong methodological skills = Capacity to develop methods.
* Reporting skills = Written *(English)* + Statistics *(Excel – Power BI)*.
* Diplomacy.
* Training capacity.

**Other essential competencies for the role:**

* Diversity: A global citizen that seeks inspiration through working with diverse individuals and teams
* Inclusion: Committed to a just world where all people live in dignity and security and equality is a reality
* Willingness to travel

**Education or work experience:**

* At least 5 years’ proven experience within an INGO in the Safety & Security Department.
* At least 3 years’ proven experience in Audit/Assessment.

**Languages:** As a global organisation we celebrate those that can bring different languages to the workplace. Our official working language is English, and fluency is required. However fluency in our other working languages, Arabic, French and Spanish are also an advantage.

**CARE International is committed to preventing all unwanted behaviour and all forms of misconduct at work, including fraud and corruption and sexual harassment, exploitation and abuse, and child abuse. Everyone who works for CARE is expected to share this commitment and work within CARE International’s Safeguarding Policy and sign our Safeguarding Code and Conduct.**

**CARE International is committed to a safe recruitment process to help attract and appoint the right staff for the role and responsibilities set out in the vacancy notice. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. We will seek at least two references, one of which must be your most recent employer. In addition, we participate in the** [Misconduct Disclosure Scheme](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmisconduct-disclosure-scheme.org%2F&data=05%7C01%7CMoffett%40careinternational.org%7Cb2c995c31da24e8a2f6d08dab1c9d4fb%7Ce83233b748134ff5893ff60f400bfcba%7C0%7C0%7C638017777716408576%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=79tJRN6SRKLrWIqrG00pfR4mdcRX%2Ff2fo1Q5F52YO1w%3D&reserved=0) **and will request information from job applicants’ previous employers, about any findings of sexual exploitation, sexual abuse, child abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, you confirm your understanding and agreement of these checks.**

**HOW TO APPLY**

Interested and qualified candidates should submit their **CVs and a brief covering letter of interest** **in English to cirecruitment@careinternational.org by April 19, 2024.** Only short-listed candidates will be contacted. Only candidates with the relevant work authorisation will be considered.

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

***CARE puts gender equality and social justice at the front of our work. We seek to ensure that who we are as an organisation reflects our vision of a world where ALL people can live in dignity and security. Our diversity is our strength. We encourage people from all backgrounds, nationalities, abilities, beliefs, genders, and experiences to apply.***

1. Throughout the guidance, the term organisation is used to represent the combined total of the confederation, CARE is a confederation of independent globally connected organisation. CARE is not one single organisation; membership is diverse and we are seeking to further diversify it. [↑](#footnote-ref-1)