

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Safety &amp; Security Officer</b>
<b>Organization:</b>	<b>Arbeiter-Samariter-Bund (ASB)</b>
<b>Reports to:</b>	<b>ASB-HAITI Country Director</b>
<b>Workstation:</b>	<b>Port au Prince</b>
<b>Duration:</b>	<b>Fixed-Term (Renewable)</b>
<b>Publication date:</b>	<b>April 16, 2024</b>
<b>Deadline:</b>	<b>April 30, 2024</b>

### BACKGROUND:

The **Arbeiter-Samariter-Bund (ASB)** is a German aid and welfare organization with more than 300 branches at national, regional, district and municipal level all over Germany.

More than 1.3 million members provide a broad social basis for our organization and more than 20,000 employees as well as over 17,000 volunteers form part of the ASB ensuring a high level of quality in areas such as rescue services, civil protection, and social services. Since its foundation in 1888, ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability. **ASB's Foreign Aid Department** provides both direct emergency relief to people hit by human-made or natural disasters and longer-term rehabilitation measures designed to promote recovery and to rapidly help restore the livelihoods of refugees, internally displaced persons, and other vulnerable groups. ASB currently has a portfolio of more than 100 relief, rehabilitation, development, and inclusive Disaster Risk Reduction (DRR) projects runs own offices in Bosnia and Herzegovina, Georgia, Greece, Haiti, Indonesia, Iraq, Kosovo, Nicaragua, Niger, Serbia and Ukraine.

ASB started its operations in **Haiti** immediately after the catastrophic earthquake in 2010, supporting the affected population through an emergency program, including reconstruction and rehabilitation of destroyed houses in Petit Goâve and Grand Goâve. Humanitarian aid was provided as well after hurricane Matthew (2016), the corona pandemic (2020) and the recent earthquake in the south department (2021), with special emphasis on inclusive access to clean water through water filter systems.

From 2013 to 2020, ASB implemented transitional aid projects with financial support from the German Government. It aimed at strengthening disaster resilience of the rural population. Since then, all projects have been implemented by local partner organizations and follow a multi-dimensional approach to resilience building. Project measures comprise areas such as food security, WASH, disaster risk reduction, climate crisis adaptation and social inclusion with particular focus on the empowerment of persons with disabilities and their organizations. Geographically, the projects are implemented in several municipalities of the Departments Sud, Ouest, Nord, and Centre.

During project implementation, ASB contributes to capacity building of partner organizations, target groups and stakeholders, and proper coordination among the involved actors. For technical support, project coordination and program development, ASB runs its country office in Port au Prince and a field office in Port Salut, South department.

ASB is seeking a qualified **Safety & Security Officer** with extensive safety and security experience to manage its safety and security matters in Haiti.

### **POSITION SUMMARY:**

The Safety and Security Officer manages ASB's operational safety and security risk management framework and reports to the Country Director. Supporting the organizational management team and the Country Director in the field of safety and security matters. The position acts as a subject matter expert on security and field safety, leads on the implementation of organizational resilience processes and analyses current and emerging threats to ASB's staff, programs, and assets.

### **KEY RESPONSIBILITIES**

#### **Travel Safety and Security:**

- Oversee ASB's' travel security processes for staff traveling to the field and abroad.
- Assess and recommend all high-risk trips to the CD for approval.
- Liaise with travel team to ensure travelers adhere to travel security processes.
- Provide assessments to staff traveling to areas not covered by country security plans.
- Manage traveler tracking and travel health systems.
- Oversee accommodation assessments for safety and security and recommend the preferred hotels list for ASB's staff to accommodate in.
- Prepare visit security plans for key staff, donors, HQ staff and VIPs.
- Audit country office security plans and processes through physical visits to program areas.
- Be responsible for updating safety and security SOP and submit to the CD for approval.
- Ensure compliance of all staff to organizational security policies.
- Ensure safety and security policies comply with latest duty of care, safety, security and human resources regulations.

### **COUNTRY OFFICE AND PROGRAM SAFETY AND SECURITY**

- Ensure country and program teams have workable security management strategies.
- Manage country office security plans and procedures with the Country Director.
- Design and enhance ASB's security strategy for partners.

### **REPORTING AND ASSESSMENTS**

- Prepare weekly, monthly, and quarterly security reports for the management team.
- Brief management team and regional teams on security challenges at regular meetings.
- Prepare and distribute tactical security reports to country and program teams.
- Conduct both tailored and regular risk assessments of existing and potential programs.
- Be responsible for safety and security on organizational risk register.
- Provide verbal briefings to management team and all staff when required.

### **TRAINING**

- Manage the relationship between external safety and security training providers and ASB.

- Ensure all staff receive an appropriate level of security training.
- Conduct training for the country office team as needed.
- Conduct specialist training including driver and anti-abduction training.
- Conduct security induction for new staff.

## **CRISIS AND INCIDENT MANAGEMENT**

- Act as security lead during crisis scenarios.
- Support the CD and the management team during crisis and incident management situations.
- Manage organizational emergency response and act as first point of contact for staff during emergencies by holding the emergency phone on a rotational basis.
- Crisis and Risk

## **LIAISON**

- Act as ASB representative at security forums in Haiti as well as abroad.
- Liaise with partner safety and security focal points, providing guidance or capacity building as required.
- Liaise with the government and other NGOs in all matters related to safety and security.

## **HEALTH AND SAFETY**

- Lead and develop health and safety practices within global operations in line with appropriate legislation.
- Oversee road safety and field safety processes in relations to the SOP and the Fleet Management Policy.
- Support the management team in reacting to and managing the organizational safety risks, including but not limited to pandemics, local disease outbreaks and natural hazards.

## **INVESTIGATIONS**

- Support the management team in conducting internal investigations as necessary.
- Conduct investigations following safety and security incidents.

## **JOB HOLDER ENTRY REQUIREMENTS**

### **Knowledge and Experience:**

- Significant international security experience in development, humanitarian, or similar sectors.
- Deployed experience in fragile or complex contexts is preferred.
- Experience of working across cultures.
- Experience of successfully developing and implementing processes remotely.
- In-depth knowledge of humanitarian or development security management.
- Experience of real-life crisis and incident management events is preferred.
- Knowledge of safeguarding, and business continuity is preferred.
- Knowledge of ASB's operating environments.
- Experience in corporate risk management.

## SKILLS AND QUALIFICATIONS

- University degree or equivalent experience.
- Security qualifications such as safety and security management, critical security management, operational security management, cooperate security management.
- Health and Safety certification is preferred.
- Excellent communication skills, both written and verbal.
- Ability to communicate complex and sensitive subjects to varying audiences.
- Ability to handle sensitive and confidential information.
- Proven ability to work in high-pressure situations and make clear decisions.
- Excellent time management skills.
- Willingness to travel, including to high-risk environments or areas with limited infrastructure.
- Enhanced risk assessment capabilities

### Submission of applications:

- Applications must include:
  - A detailed and up-to-date curriculum vitae
  - Covering letter (1 page only) including salary requirements
  - Copy of National Identity Card (CIN)
  - Copy of diplomas
  - References or certificates of employment.

Please provide the names, positions, organizations, telephone numbers and e-mail addresses of three (3) referees.

- Applications must be sent by e-mail only to the following address: [recrutement@asb-haiti.org](mailto:recrutement@asb-haiti.org) with a copy to [achillep@asb-haiti.org](mailto:achillep@asb-haiti.org) no later than 30 April 2024 at 23:59.
- Only short-listed candidates will be contacted.