



CORE

Community Organized Relief Effort

JOB OFFER

Internal and External Recruitment

Security & Humanitarian Access Manager

Location	Delmas 32 (CORE Haiti office), with field travel to distribution sites in Port-au-Prince and Delmas
Reporting to	Country Director, CORE Haiti
Works closely with	Programme Director, Finance Director, all Programme Managers
Contract type	Fixed-term (initial 12 months, renewable subject to funding)
Start date	As soon as possible
Languages required	French (professional level, required); Haitian Creole (required); English (working level, strong asset)
Key security networks	INSO Haiti, UNDSS, NGO Security Focal Points, PLSO

About CORE

CORE (Community Organized Relief Effort) is a US-based INGO with over 16 years of continuous operations in Haiti, having reached more than 2.2 million people. CORE operates with a largely Haitian national staff team and maintains a strong community presence across multiple departments. Current programming spans cash and voucher assistance, food security, WASH and resilience programming.

Haiti's operating environment is characterised by high levels of gang-related violence, displacement, and restricted humanitarian access — particularly in and around Port-au-Prince. The Security & Humanitarian Access Manager is a critical role that enables CORE to maintain safe operations and reach conflict-affected communities.

Role Summary

CORE is seeking an experienced Security & Humanitarian Access Manager (SHAM) to lead safety, security, and humanitarian access functions across its Haiti country programme. The SHAM is a senior operational role and a core member of the Country Senior Management Team (SMT). The primary goal of the position is to create and sustain a security-aware culture that enables CORE's programmes to be implemented safely, without compromising CORE's humanitarian principles, community relationships, or staff wellbeing.

The SHAM is the country focal point for all security and access matters, responsible for operationalising CORE's Security Management Plan, developing and maintaining humanitarian access strategies tailored to Haiti's rapidly evolving gang and political landscape, and managing incident reporting and crisis.

Essential Job Duties

1. Security Management Planning & Systems

- Develop, maintain, and operationalise CORE Haiti's Security Management Plan (SMP), including context analysis, risk assessment, standard operating procedures (SOPs), contingency plans, and emergency medical protocols.
- Conduct regular and event-triggered Security Risk Assessments (SRAs) for all CORE operational areas, including Port-au-Prince/Delmas, and use findings to inform security planning and programme decisions.
- Maintain and regularly update Go/No-Go zone mapping for all areas of operation, using incident data, INSO reporting, community intelligence, and liaison with security networks.
- Ensure all security documentation, SOPs, and contingency plans are translated into French and Haitian Creole and are accessible to all staff.
- Manage and maintain the CORE Haiti Operations Centre function, including staff movement tracking systems, communication device logs (VHF radios, satellite phones, mobile devices), and real-time security updates.
- Oversee the annual security self-audit process and ensure corrective actions are implemented.

2. Humanitarian Access Strategy & Stakeholder Engagement

- Lead the development and implementation of CORE's humanitarian access strategy in Haiti, tailored to local dynamics in each operational area, including engagement with armed actors, community authorities, and local power structures in full compliance with humanitarian principles.
- Conduct and maintain comprehensive stakeholder mapping for all programme areas, identifying key gatekeepers, potential spoilers, and community entry points relevant to programme access.
- Develop and sustain relationships with local authorities, community leaders, and other power brokers to ensure CORE's mission and presence are understood and accepted.
- Ensure humanitarian access approaches integrate meaningful community engagement components and reflect Do No Harm principles.
- Represent CORE in external humanitarian access coordination mechanisms, including NGO security coordination forums, INSO working groups, UNDSS briefings, and relevant clusters.
- Liaise with INSO Haiti, UNDSS, PLSO, NGO Security Focal Points, and other security actors to gather intelligence, share information appropriately, and coordinate access approaches.
- Advise the Country Director and Programme Director on all access-related issues, including proposed programme expansions into new geographic areas.
- Provide technical input into programme design and area assessments to ensure new activities are feasible from a security and access standpoint.

3. Security Information, Analysis & Reporting

- Monitor the security environment continuously through local and national sources (radio, press, UN reporting, community networks, INSO), and produce regular, concise security updates for SMT and all staff.
- Maintain an up-to-date incident log for all security incidents affecting CORE staff, assets, or programme activities. Ensure timely incident reporting to the Country Director and CORE HQ, including flash reports for critical incidents.
- Produce and maintain incident mapping for all operational areas, identifying trends and early warning indicators.
- Conduct routine visits to CORE field offices in Artibonite and Northwest departments to assess local security conditions, brief field teams, and provide written situation reports.
- Advise on travel restrictions, route selection, and precautionary measures for all field movements.

- Coordinate with programme supervisory staff on national staff movement tracking in the field and establish communication check-in systems for field teams.

4. Staff Training, Orientation & Capacity Building

- Ensure all new staff — national and international — receive a comprehensive security orientation on or before their first day, covering the Haiti context, CORE's SOPs, and relevant contingency procedures.
- Design and deliver (or source) regular security training for all staff, including: context and threat awareness, safe movement protocols, incident reporting, first aid, communications equipment use, and personal security measures.
- Provide training on conflict awareness, community engagement, and survival in field environments as required.
- Build the security awareness and capacity of national staff, including field-based security focal points, through mentoring and structured learning.
- Maintain an updated training plan and training records for all security-related activities.
- Ensure all staff understand and can apply CORE's policies on safeguarding, fraud, and whistleblowing as they relate to security management.

5. Office & Facilities Safety

- Assess and contribute to the physical security of all CORE offices, warehouses, and residential facilities in Haiti, and recommend improvements as required.
- Ensure office access controls, visitor management protocols, and emergency procedures (evacuation plans, assembly points, fire safety) are in place and understood by all staff.
- Maintain an updated contact database of all law enforcement agencies, emergency services, medical facilities, and key security contacts in all CORE areas of operation.
- Coordinate with the logistics and procurement team to ensure communications equipment is functional, sufficient, and correctly allocated across field sites.

6. Incident Management & Crisis

- Serve as the primary focal point for all security incident management, including initial coordination, communication to SMT and HQ, documentation, and post-incident review.
- Act as a core member of CORE's Crisis Management Team and support the Country Director in leading the to critical incidents, including staff evacuations, medical emergencies, and kidnap/ransom scenarios.
- Ensure CORE's critical incident management procedures are up to date, rehearsed, and understood by all SMT members.
- Maintain liaison with CORE HQ and relevant embassies (including the US Embassy in Port-au-Prince) in the event of a significant security incident.

7. Safeguarding & Accountability

- Actively integrate safeguarding risk identification and mitigation into CORE's security planning and management.
- Ensure CORE's security management does not compromise the organisation's accountability to affected populations (AAP), including access to complaint and feedback mechanisms.
- Promote and model CORE's core values, including respect for the dignity of programme participants, community members, and fellow staff.
- Encourage openness in the team around reporting concerns, and ensure staff are aware of CORE's integrity reporting mechanisms.

Supervisory Responsibilities

The SHAM directly supervises:

- Drivers (in coordination with the Logistics team, with respect to journey management and road security protocols)

The SHAM maintains a functional relationship with all Programme Managers and field-based staff, and works in close coordination with the Country Director, Programme Director, Finance Director, and CORE HQ.

Required Qualifications & Experience

Education

- Bachelor's degree in a relevant field (security management, international relations, criminology, humanitarian affairs, political science) or equivalent professional experience.
- Formal security management training or certification (e.g. HEAT, INGO security management courses, UNDSS training) is strongly valued.
- First aid certification required; training delivery certification strongly preferred.

Experience

- Minimum 5 years of progressive experience in safety, security, and/or humanitarian access management in international humanitarian or development contexts.
- Demonstrated experience working in a highly insecure, gang-affected, or conflict environment — experience in Haiti is a significant advantage; experience in other fragile Caribbean or Latin American contexts also valued.
- Proven track record in humanitarian access negotiation and stakeholder engagement with diverse and complex actors.
- Experience developing and implementing Security Management Plans, SOPs, contingency plans, and risk assessments.
- Experience in incident reporting, crisis management, and staff evacuation procedures.
- Familiarity with INSO, UNDSS, and inter-NGO security coordination mechanisms.
- Experience in staff training and capacity building on security and access topics.

Knowledge & Skills

- Strong understanding of International Humanitarian Law (IHL), humanitarian principles, and their practical application to access negotiation in complex environments.
- Solid understanding of donor regulations and their implications for engagement with non-state armed groups and other restricted parties.
- Proficiency in incident mapping tools and security information management systems.
- Excellent situational awareness and ability to rapidly analyse and communicate evolving security contexts.
- Strong interpersonal and communication skills; ability to build trust with diverse stakeholders including community leaders, local authorities, and international partners.
- Calm and effective under pressure; sound judgement in crisis situations.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook); experience with communication platforms and tracking systems.
- Understanding of safeguarding principles and their integration into security management.
- Driving licence required; advanced driving instruction certification an asset.

Languages

- French: Professional working proficiency (required — external liaison, reporting, stakeholder engagement).
- Haitian Creole: Professional working proficiency (required — community engagement, national staff communication, access negotiation).
- English: Working proficiency (strong asset — HQ reporting, INSO/UNDSS engagement, donor liaison).

Working Conditions

This is a Port-au-Prince-based position. The role requires field travel to CORE's operational departments, including to areas with high or very high security risk ratings. The SHAM must be available outside normal

working hours and on weekends into security incidents or rapidly changing contextual conditions. CORE applies strict security protocols; the SHAM is expected to model compliance with these at all times.

The successful candidate must demonstrate exceptional discretion in handling sensitive security information and must be prepared to operate in a high-pressure, dynamic environment where priorities and procedures may need to change rapidly.

Equal Opportunity

CORE provides equal employment opportunities to all employees and qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or any other protected characteristic. We are committed to building a diverse and inclusive team that reflects the communities we serve. Haitian nationals and candidates with lived experience of the Haiti context are strongly encouraged to apply.

How to Apply

- If you believe your qualifications meet the requirements, please submit applications in one document to the Human Resources Department to: hrstaffing@jphro.org mentioning in the subject of the email the job title " **Security & Humanitarian Access Manager**" no later than **July 7, 2026 at 11:59 pm**.
- Updated CV (maximum 3 pages)
- Cover letter addressing how you meet the mandatory requirements, your understanding of the Haiti security context, and your approach to humanitarian access negotiation (maximum 2 pages)
- Contact details for two professional referees with direct knowledge of your security management experience

Applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.