

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



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TITLE: Safety and Security Manager	
TEAM/PROGRAMME: Safety and Security/Country Management Team	LOCATION: Port-au-Prince, Haiti with frequent travel to field
GRADE: NAT_2	CONTRACT TYPE: CDI (à durée indéterminée)
CONTRACT LENGTH: Open-ended	
<p>CHILD SAFEGUARDING: Level 3: The role holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff.</p>	
<p>ROLE PURPOSE: The Safety & Security Manager will work closely with the CD/SMT to carry out safety and security assessments; make recommendations and provide support for their implementation. Conduct Geo-Political Analysis whenever there are major events that might impact SCI operations. The Safety and Security Manager will implement Save the Children's Safety and Security Policy and Standards within the team and help drive systemic change in the quality of safety and security management and contribute to building country compliance with safety and security Minimum Standards. S/he will also take forward the organizational security ethos.</p> <p>The post holder is also accountable for the regular revision and updating of the CO safety and security policies, Safety and security management plan, the contingency plan and the incident management plan. In collaboration with the CD, she/he is responsible for organizing Incident management team meetings every quarter.</p> <p>Working closely with the Security, Access and Fleet manager, ensures the safe movement of staff, proper vehicle fleet management policies, adequate safety and communication equipment in vehicles, and training of Drivers in established procedures and required skills. He/she will play a key role in the capacity building/recruitment of Safety & Security Focal Points. The post holder will be a member of the SMT.</p> <p>The post reports to the Save the Children Country Director in Haiti; He receives technical support from Save the Children's Regional Security Manager and GSS. The post holder will line manage the staff of the security companies providing security services. In the event of a major humanitarian emergency and security incident, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: the Country Director and receives technical support from RO and Center.</p> <p>Dotted reporting line: Regional Security Manager (RSM) based in El Salvador/Panama and the Global Security Director and the Global Security Analyst based in London.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>As a member of the Country management team, contribute to (20%):</p> <ul style="list-style-type: none"> • Develop strategic direction of Haiti Safety and Security department and help design and implement a coherent structure that is consistent with SCI practices and appropriate to programme needs. • Ensure Haiti Country Office complies with all Save the Children S&S Management Operating Standards and Standard Operating Procedures. • Ensure that all required support is provided promptly, at scale, and in line with the rules and principles during emergencies, working closely with the Regional Office. 	

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- Provide support as required to the Incident Management Team in case of security-related crisis
- Ensure Duty of Care towards both international staff and national staff.

Policies and procedures (30%):

- Revise and maintain a country-wide Safety and Security management plan that is consistent with the acceptance model and Save the Children standards.
- Ensure that all staff understand the Safety and Security management plan and agree to abide by its policies and procedures.
- Monitor the security environment and adjust security policies and procedures accordingly.
- Ensure quality and relevance of area security plans.
- Undertake reviews of policies and procedures; identify opportunities to enhance security.

Security management, assessment, and analysis (20%):

- Ensure that incidents are reported on DATIX within 24 hours of incident and report forms are properly submitted to security
- Monitor events, review incidents, and coordinate follow-up actions and recommendations.
- Provide Analysis on events nationally, regionally, and/or internationally that might impact Haiti context/SCI Operations.
- Provide security update, which includes situational analysis, actions taken, and actions recommended, to Save the Children Senior Management Team on a regular basis.
- Submit written reports to SMT and regional management reps when required.
- Provide monthly/Quarterly reports to Save the Children Regional Office such as Pre-departure information (PDI), Key Performance Indicators (KPI), Safety and Security Management Plan (SSMP), Incident Management Team (IMT), Monthly Situational Analysis, Datix cases.
- Provide informed recommendations in the context of security assessments and reviews.
- Assess the application of security policies and level of vulnerability of Save the Children facilities; recommend changes to enhance security.
- Support HR/Finance/Supply Chain and other Departments' working practices within the context of safety and security and alert the Country Director if inappropriate decisions are impacting the safety and security of the team or external perception of the organization, thereby creating security risks.
- Liaise with the Regional Office Security and Safety department as much as needed.

Programme implementation (10%):

- Advise on safe movement of staff, e.g. proper vehicle fleet management policies, adequate safety and communications equipment in vehicles, and training of drivers in established procedures and requisite skills.
- Be engaged in all programme processes, since project designing, including budgets, implementation, logistical and movement plans, and go/no go decisions.
- Undertake security assessments of and field missions to programme areas and potential programme areas; report on findings and design necessary improvements.
- Provide safety and security support and advice to area managers/Field Managers (FMs) and sub-FMs.

Communication and training (15%):

- Liaise on a regular basis with UN, government, diplomatic and consular officials, INSO and community leaders in the process of gathering and verifying security information.
- Coordinate the gathering and flow of security information with other relevant actors; classify security information according to its reliability and accuracy.
- Maintain and review incident reporting and mapping system; ensure that up-to-date incident maps are available for all Save the Children staff on a regular basis.
- Ensure that appropriate systems are in place to effectively disseminate security information and updates of the security system to staff.

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- Coordinate and manage the proper use of Save the Children telecommunications systems (Sat phones, whatsapp, VHF in cars, etc)
- Ensure that regular security meetings are conducted with relevant Save the Children staff.
- Develop and implement a security training plan for all staff; develop and apply evaluation processes to determine whether training competencies are met.
- Facilitate security management training with staff in the country office and at project locations.
- Build the capacity of field security focal points to conduct risk assessment/threat assessment.
- Provide recommendations to Save the Children staff as to ways in which they can effectively reach out to, gain acceptance from and improve their image in host communities.
- Develop security briefing materials and provide orientation for incoming or newly appointed Save the Children staff.
- Supporting the case management team and providing advice on potential threats and risks to our beneficiaries and staff.
- With support from Regional & Global security coordinate and facilitate security training for SMT, partners, and humanitarian/development actors.
- Lead and take part in investigations related to the core policies.
- EPP/HERP - ensure proper implementation of identified measures, leading on S&S decisions, Monitoring of S&S situation, and coordination with authorities.

Partnership Mentoring (5%):

- Ensure regular visits between SCI Haiti and partners.
- Ensure the capacity building of partner operational units through training, learning, and development opportunities.
- Oversee and monitor Partners' performance in accordance with the Agreement and as required per Save the Children policies and procedures.
- Support the establishment of standard office procedures (SoPs), Security Risk Assessments, Evacuations, Business Continuity Plan, Emergency Response Plan, forms, templates, reporting systems and etc.

SAFEGUARDING RESPONSIBILITIES:

- Understand and promote the Safeguarding policies, procedures, and the Code of Conduct.
- Demonstrate high levels of professional safeguarding behaviour and maintain the standards required by the Safeguarding Policies and Code of Conduct.
- Take necessary steps to prevent abuse, exploitation, harm, or accidents.
- Ensure the commitment to making Save the Children safe for children and adults by ensuring child safeguarding, bullying, and harassment concerns are reported effectively in line with the policy (within 24 hours). Failure to report is considered a violation of policy.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, and achieving and role-modeling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourage their team to do the same.
- widely shares their vision for Save the Children and engages and motivates others.
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners, and supporters.

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- values diversity and sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

Creativity:

- develops and encourage new and innovative solutions.
- willing to take disciplined risks.

Integrity:

- honest, encourages openness and transparency; demonstrates the highest levels of integrity.

QUALIFICATIONS

- Minimum bachelor's degree in a related field or experience compensating for lack of diploma

EXPERIENCE AND SKILLS

- Recommended a minimum of 5 years of field-based experience in complex and insecure settings, preferably in more than one country with large teams of staff.
- Formal security qualification or advanced security management training.
- Advanced level of understanding of the philosophy and mode of operation of NGOs.
- Experience in liaising with civilian, police, and military government authorities, as well as with regional, national, and international institutions.
- Experience in incident reporting, incident mapping, collation, and analysis functions, set up and execution of an incident warning system (warden system), and compilation of security reports and assessments.
- Strong analytical capacity, resourcefulness, and creativity in developing the role of security within programmes and ensuring the most effective support to line management.
- Ability to balance demands of beneficiary and security actors while maintaining appropriate contextual NGO security advice and coordination.
- Highly developed interpersonal and communication skills including influencing, negotiation, and coaching.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to present complex information in a succinct and compelling manner.
- Excellent planning, coordination, and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities.
- Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.
- Willingness to work and travel in often difficult and insecure environments.
- Competency in Internet and Microsoft Office systems including Word, Excel, PowerPoint, Access and other database/mapping systems.
- Work experience in Haiti
- Comprehensive knowledge of the context and challenges of operating in Haiti.
- Operational experience in highly insecure/hostile and disaster-affected environments with NGO,
- Fluent in French, Creole and English

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive. The role holder may be required to carry out additional duties within reasonableness of their skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD was written by: Chantal-Sylvie Imbeault (Country Director – SCI Haiti) and Rizwanullah Sadat (HR Expert, Consultant)	Date: September 6 th 2023
JD agreed by: Chantal-Sylvie Imbeault (Country Director – SCI Haiti)	Date: September 6 th 2023
Updated By: Urmine Sylla (HR Director)	Date: September 23 th , 2025
Evaluated: Rizwanullah Sadat (HR Expert, Consultant)	Date: September 6 th 2023
Reviewed and Accepted: Signature: Name of the Employee: Designation: Date:	Reviewed and Agreed with the Employee: Signature: Name of the Supervisor: Designation: Date: