

WORLD RELIEF

JOB DESCRIPTION

Senior Safety and Security Officer

Job Title	Senior Safety and Security Officer
Work Location	Port-au-Prince, Haiti
Location Type	Based in Port-au-Prince with roving responsibilities throughout Haiti
Reports To	Country Director, World Relief Haiti
Direct Reports	None
Technical Coordination	Receives technical guidance from World Relief Global Safety & Security
Department	Safety and Security
Contract Type	Full-time, National
Deadline	October, 07

ORGANIZATION SUMMARY

World Relief is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crises in partnership with the church. The organization was founded in the aftermath of World War II to respond to urgent humanitarian needs in war-torn Europe. Since then, for 80 years, across 100 countries, World Relief has partnered with local churches and communities to build a world where families thrive and communities flourish.

Today, organizational programming focuses on humanitarian and disaster response, as well as community strengthening and resilience.

POSITION SUMMARY

The Senior Safety and Security Officer serves as World Relief Haiti's senior technical focal point for safety and security. The position supports the Country Director and Senior Management Team by monitoring and analyzing the operating environment, maintaining security plans and procedures, conducting risk assessments, providing practical risk-management guidance, and supporting incident and emergency response.

The officer develops and delivers safety and security training, briefings, drills and exercises; provides technical guidance to staff and operational teams; and maintains relationships with authorities, United Nations agencies, humanitarian organizations and other security networks to support information sharing and coordination. The officer represents World Relief in relevant security coordination forums when designated. The position has no direct supervisory responsibilities.

The position reports to the Country Director and maintains regular coordination and reporting with World Relief Global Safety & Security in accordance with organizational policies and standards.

ROLE AND RESPONSIBILITIES

1. Safety and Security Planning and Risk Assessment

- Support implementation and continuous improvement of the country safety and security framework.
- Maintain and regularly update the country Safety and Security Plan and supporting operational annexes, including risk assessments, contingency and emergency procedures, communications plans, contact lists, movement procedures and security standard operating procedures.
- Monitor the evolving operating environment, maintain location-specific risk assessments and recommend proportionate mitigation measures.

- Ensure security considerations are integrated into program, operational, facility, residence, event, travel and movement planning.
- Recommend appropriate movement, access, communications and other security protocols based on assessed risk.
- Monitor adherence to security procedures and standards, identify gaps or deviations, recommend corrective action and escalate persistent or material concerns to the Country Director and Senior Management Team.

2. Security Information, Analysis and Advisory Support

- Monitor and analyze political, criminal, (including armed group activity and kidnapping), social, environmental (including hurricanes, flooding and earthquakes) and humanitarian developments affecting World Relief operations.
- Develop and maintain a broad network of reliable security-information sources throughout Haiti, including the United Nations Department of Safety and Security, Haitian National Police, local authorities, United Nations agencies, humanitarian organizations, security networks, healthcare providers and community representatives.
- Source, exchange, verify and analyze security information and provide timely briefings, written updates and alerts to the Country Director, Senior Management Team, World Relief Global Safety & Security, program managers and relevant staff.
- Advise leadership on risk exposure, mitigation options, operational trade-offs and changes in the operating environment.
- Translate security analysis into clear, practical guidance for staff and operational teams, communicating in Haitian Creole, French and English as required.
- Represent World Relief in interagency security meetings and coordination mechanisms when designated by the Country Director.

3. Incident Management and Crisis Response

- Serve as the primary in-country technical safety and security focal point during security incidents and crises.
- Support the Country Director and Crisis Management Team with incident analysis, response options, emergency communications, hibernation, relocation, evacuation and other crisis-management measures.
- Act within delegated authority and promptly escalate significant threats, incidents, changes in risk or decisions carrying material organizational, programmatic or reputational consequences.
- Coordinate timely incident reporting, documentation, escalation and analysis, and support investigations and after-action reviews so lessons learned inform plans, procedures, training and mitigation measures.

4. Training and Capacity Building

- Develop and deliver security orientations, training, briefings, drills and exercises for staff, visitors, guards and drivers based on identified risks and organizational requirements.
- Ensure personnel understand personal safety practices, movement procedures, communications protocols, incident reporting, emergency procedures and other applicable security requirements.
- Build the capacity of managers and operational teams to identify and manage security risks; maintain records of training completion and refresher requirements.

5. Operational Travel, Movement and Security Communications

- Conduct regular visits and security assessments at program and operational locations to support safe program delivery and informed decision-making.
- Provide practical guidance on movement planning, routes, site safety, communications, access and risk mitigation, adapting recommendations to local conditions.
- Review planned movements and activities when risk conditions require additional assessment or controls.
- Advise on alternative movement options, including air travel, where road access is restricted or unsafe.
- Coordinate the readiness, testing, assignment and appropriate use of designated security communications equipment and systems, including satellite phones, radios and tracking or check-in systems, with Logistics, Information Technology, Transport and other relevant departments.
- Identify gaps in operational security preparedness and recommend practical improvements.

6. Guard Force and Driver Technical Support

- Provide technical safety and security guidance to the Country Director and designated supervisors on guard-force deployment, post orders, access control, incident reporting and security-related driver procedures.
- Conduct periodic security-focused observations or reviews and communicate findings and recommendations to the responsible supervisor and Country Director.

- Support the development and delivery of security training for guards and drivers in coordination with their designated supervisors.
- Coordinate with Logistics and Transport regarding security-related driver, vehicle, equipment and operational requirements.
- The position does not schedule, approve leave for, evaluate, discipline or directly supervise guards or drivers. These personnel-management responsibilities remain with the Country Director or other designated supervisors.

7. Standards, Documentation and Coordination

- Support alignment with World Relief global safety and security policies, standards and requirements.
- Maintain accurate, secure and current security records, including incident data, risk assessments, plans, reports, training records and related documentation.
- Maintain document control and ensure current security plans, standard operating procedures, operational annexes and emergency procedures are available to authorized personnel.
- Support internal and external audits, security reviews and compliance assessments.
- Maintain effective professional relationships with relevant authorities, United Nations agencies, humanitarian organizations, healthcare providers, communities and other stakeholders.

8. Mission, Vision and Values

- Model conduct and service consistent with World Relief values.
- Promote compassion, integrity, accountability, excellence and shared responsibility for safety and security.
- Contribute positively to the spiritual life of the World Relief Haiti team.
- Perform other duties as assigned by the Country Director.

JOB REQUIREMENTS

- Committed to the mission, vision and values of World Relief.
- Education: Bachelor's degree in security management, criminal justice, international relations, risk management or a related field preferred. A relevant combination of professional training and substantial experience may be considered.
- Experience: Minimum five years of progressively responsible safety and security experience, preferably in humanitarian or development organizations, emergency response, law enforcement, the military or other complex operating environments.
- Demonstrated experience in context analysis, security risk assessment, security planning, incident management, emergency preparedness, investigations and the development or implementation of security plans, standard operating procedures, contingency plans and operational procedures across multiple locations.
- Demonstrated ability to establish and maintain professional networks with police, government authorities, United Nations agencies, humanitarian organizations, security coordination mechanisms, healthcare providers and community stakeholders.
- Experience engaging with the United Nations Department of Safety and Security or a comparable security coordination mechanism is strongly preferred.
- Strong knowledge of Haiti's security environment, including armed group dynamics, kidnapping risk and access constraints, is strongly preferred.
- Experience designing or delivering staff security training, briefings, drills or exercises.
- Experience providing technical guidance to guards, drivers or other security-related personnel is preferred; direct supervisory experience is not required.
- Professional Training: Training in security management, critical incident management, risk analysis, hostile-environment awareness, security training or trauma and operational medical response is strongly preferred.
- Technical Competencies: Strong analytical, briefing, writing and coordination skills, including the ability to translate analysis into practical guidance. Proficiency with Microsoft Office applications and the ability to maintain accurate and secure security records and reports.
- Communication: Fluency in spoken and written Haitian Creole, French and English required.
- Other: Valid Haitian driving license and willingness to travel regularly to operational locations throughout Haiti, including locations with challenging operating conditions. Sound judgment, maturity, tact, diplomacy, discretion, ability to work under pressure and commitment to confidentiality.

TYPICAL PHYSICAL DEMANDS

The physical demands described here are typically representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ordinary ambulatory skills sufficient to visit other locations.
- Ability to stand, walk, stoop, kneel, crouch and lift, carry or move light to medium weights of 10 to 15 pounds.
- Hand-eye coordination and arm, hand and finger dexterity sufficient to use a keyboard, operate equipment and read application information.
- Frequent sitting, reaching and communicating.

WORK ENVIRONMENT

- Extended periods of computer work, reading from a screen, data entry, use of office equipment and participation in phone or online meetings may be required.
- The role requires regular travel to program and operational locations and may involve work in insecure, austere or rapidly changing environments.
- The position involves physical, emotional and intellectual demands associated with security analysis, incident response and emergency preparedness.
- Equipment may include an employee computer, printer, copier, radios, satellite phones, tracking and check-in systems and other designated security communications equipment.

All duties and responsibilities above are essential job functions subject to reasonable accommodation. The requirements listed indicate the minimum knowledge, skills and abilities considered necessary to perform the position proficiently. This job description is not an exhaustive statement of all duties, responsibilities or requirements. The employee may be required to perform other job-related instructions requested by the supervisor, subject to reasonable accommodation. This position description is not all-inclusive and remains subject to review.

EQUAL EMPLOYMENT AND FAITH-BASED EMPLOYMENT NOTICE

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

Legal Background in the United States

World Relief strictly prohibits and does not tolerate unlawful discrimination against employees on the basis of a person's race, color, sex, national origin, age, disability, genetic information or any other characteristic protected under applicable federal, state or local law that does not conflict with protections afforded World Relief as a faith-based employer.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e-1(a)), World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

HOW TO APPLY

Please send your applications to the following email address: wradmin@wr.org with "Senior Safety and Security Officer " in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained.