

JOB OPENING INTERNAL/EXTERNAL

J/P Haitian Relief Organization is looking for a:
Safety & Security Officer

Position title: Safety & Security Officer
Supervisor : Country Director
Location of Position : Port au Prince with field visits regularly
Type Of contract: Part Time

Description

The Safety & Security Officer will ensure that the organization's staff and partners are working within an environment consistent with accepted minimum safety and security standards. This encompasses the development and implementation of security plans and of mainstreaming the individual and collective sense of security and safety awareness and responsibility.

I- Functions and Responsibilities:

- a) Be point of contact in case of relocation/ hibernation and evacuation by managing daily communication mechanism with staff.
- b) Collaborate with field team and Director of Global Security & Safety.
- c) Perform and update comprehensive risk assessments to determine the risk to people and assets including developing and implementing plans in close coordination with program teams to mitigate risk.
- d) Monitor political, social, economic, and military situation and identify trends relevant to security situation and its potential impact on the organization programming and operations. With triggers agreed upon by country director and Director of Global Safety and Security.
- e) Provide initial and ongoing training to staff and partners.
- f) In coordination with public law enforcement and other security agencies manage security risks and activities.
- g) Organize specific security for events, VIP visits, or other occasions when there are more people present than usual for Port au Prince (PaP).
- h) Develop, implement, and update security standards, procedures, policies, and contingency plans within the framework provided by the organization's global security standards.
- i) Monitor and assess the organization's policies, procedures, and programming to ensure compliance with internal and government requirements.
- j) Work closely with program teams to ensure program activities are implemented in a safe manner to staff.
- k) Coordinate, manage and report on responses to any incidents.
- l) Act as the safety and security focal point for all inquiries and requests from HQ, regional office, and external partners.

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

II- **Qualifications:**

- a) Ability to work independently within regional team.
- b) Ability to use maps in reports and monitoring of programs.
- c) Police/ Security or Military experience in a tactical role (2 years+ preferred).
- d) Clear and sensitive communicator with internal and external stakeholders as a representative of the organization.
- e) Strong commitment to the organization's central values and humanitarian principles.
- f) Effective performer under extreme circumstances including stress, high security risks and harsh living conditions.
- g) Demonstrated awareness and sensitivity to gender and diversity.
- h) Experience and ability to live and work in diverse cultural contexts in a culturally appropriate manner.
- i) Capacity to make accurate self-assessment particularly in high stress and high security contexts.
- j) 3 – 5 years humanitarian aid experience in conflict zones/ medium – high risk areas of intervention.
- k) English/ Creole fluency required. Other languages desirable.
- l) Qualifications and/or experience in professional security related fields.
- m) Strong assessment, evaluation, analysis, and strategic planning skills.
- n) Basic knowledge of Humanitarian/Human rights/Refugee Law a bonus.
- o) First Aid Knowledge or a life sustaining level (CPR, EMT) with the ability to train staff in the field.

III- **Behaviors (Values in Practice)**

Accountability, collaboration, creativity, and Integrity

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 "**Safety & Security Officer**" no later than March 10, 2026 at 4:00 pm. All qualified and selected candidates must be on board in April 1st, 2026.

- Your resume
- A cover letter explaining your suitability against the essential criteria in the job profile
- Copy of diplomas

Only selected candidates will be contacted for interviews!
We strongly encourage female candidature