

## JOB DESCRIPTION

<b>Post</b>	National Safety and Security Officer (SSO)
<b>Supervised by</b>	Country Director
<b>Subordinates</b>	Security Guards
<b>Place of Work</b>	Port au Prince & WR Haiti Intervention areas
<b>Type of Contract</b>	Temporary
<b>Start Date</b>	April 1, 2024

World Relief (WR) is an international non-governmental organization with offices in 20 countries in Africa, Asia, the Caribbean, and the Middle East. WR's mission is the mobilize the church to serve the most vulnerable, and WR works through churches and other community groups in the areas of health and nutrition, agriculture, savings, water, sanitation and hygiene, and peacebuilding, both in relief and in development capacities. World Relief has been operating in South Sudan since 1998.

## DESCRIPTION

### General Description of Role and Objectives:

The National Safety Security Officer (SSO) supports the Country Director (CD) in providing and ensuring safety and security for WR Haiti staff and resources. The SSO makes important security-related decisions and represents the CD should the latter be unavailable or out of country. The SSO also represents the CD in local security forums and makes sure that relevant information is shared on the level of senior security advisors in the NGO community, both in English and French languages. The SSO is strongly involved in sourcing and analyzing security-relevant information to help identify and mitigate risk trends that affect WR Haiti staff and resources. The SSO develops and maintains a wide network that enables him to receive timely information about political and security developments. He will be responsible for the appropriate disposition of the WR Guards according to the prevailing risk situation. The SSO makes sure that regulations and procedures are up to date with current risk developments and ensures that they are communicated in a timely manner to the supervisors and respected by the team.

### Key Functions:

- Providing an operational link between the guard force level and the drivers.
- Take key decisions for WR Haiti's safety and security and represent the organization especially in security forums and meetings.
- Co-ordinate security measures and precautions with other WR departments

- Provide a regular flow of security-relevant information from a strong local source network (Police, political actors, healthcare authorities and facilities) to the CD and SMT.
- Constantly monitor, review and update security regulations and procedures together with the CD.
- Carry out and coordinate emergency procedures together with the CD when required, ensuring seamless coordination with local authorities and other important local actors.
- Build, develop and maintain contacts with authorities, humanitarian actors, UN agencies and Communities.
- Represent the NGO during interagency security meetings.
- Support identifying and conduct required security assessment of any new VR Office or Guest house
- In collaboration with the Administration, facilitate the VR required Government legal documents for VR Haiti Resources

**Tasks:**

- Developing and maintaining a source network particularly with Haitian authorities, such as HNP, as well as political and healthcare authorities and facilities
- Prepare & submit weekly & monthly security report formats with information from own source network, ready to be reviewed and published by the SSO; edit and publish those formats.
- Input and maintain incident database in Microsoft Excel
- Establish good contacts with security staff of other NGOs to compare and coordinate perceptions of security developments.
- Keep VR security SOPs up to date in consultation with the CD, using extended knowledge of the security situation in Haiti.
- Ensure regular communication and coordination with other VR departments to match their needs with the appropriate security precautions, and to ensure the continued functioning and availability of security equipment (especially by coordination with Logistics and Transport departments).
- Support senior program managers in safety and security of field and operations sites.
- Responsible for performance and disposition of the Guard Force, making sure at irregular intervals they are meeting their performance objectives.
- Compile monthly overview report on the VR Guard Force and performance based on the daily performance reports provided by the supervisors.
- Responsible for Guard Force scheduling including vacation time.
- Responsible for Guard Force evaluations.
- Responsible for Guard Force and drivers training in Port au Prince and the field

**Offices**

- Lead investigations into security incidents, such as criminal activities against WR or cases of civil unrest, compiling incident reports in a timely and accurate manner, sourcing additional incident-related information that serves as a basis for the respective incident analysis, to facilitate the lessons-learned process.
- Work with CD and GSSA to complete annual SSP and supporting documents.

**Functional Relationship:**

- Line-managed by the Country Director.
- Close working relationship with Logistics
- Frequent coordination with other WR Haiti departments, especially the program teams
- Responsible for line-managing the WR Guard Force and duo supervision to drivers in Port-au-Prince, Belle Anse and in les Cayes.

**Requirements:**

- Bac+, Certificate in security or equivalent, Military or Police training
- At least 5 years' experience in security management positions; job history in senior positions is an advantage.
- Strong technical competence in safety & security and report writing competency
- Haitian national
- Valid driving license
- Excellent communication and management skills
- Good knowledge of HF Radio, Sat phone, Codan and other communication systems
- Good analytical skills
- Experience of working in difficult environments/emergency contexts.
- Sound judgement, mature individual with tact, diplomacy, and common sense
- Teamwork experience
- Good computer skills, experience with Microsoft Office applications
- Speaks fluent French, English and Creole
- Good writing skills both in French and English

**HOW TO APPLY**

Please send your applications to the following email address: [wrhadmin@wr.org](mailto:wrhadmin@wr.org) with "**National Safety and Security Officer (SSO)**" in the subject line. Attach the following documents: Cover letter, Curriculum Vitae, Degree & Certificates obtained. by March 8, 2024

**NB: Incomplete files will not be considered.**