

Department: Security
Position Title: Security Program Manager (SPM)
Duty Station: Haiti
Reports To: Country Security Manager (CSM)

Mission Statement

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

Job Summary

The Security Program Manager is responsible to assist the Country Security Manager in Haiti, to promote and support the success and security of field programs and staff. The Security Program Manager will help maintain good security culture for all field programs, operating sites, and facilities.

This position will also help develop and maintain local security and evacuation plans and policies in accordance with Samaritan's Purse policies and procedures. These activities may include the oversight of government and contractual relationships, program support, process evaluation, and direct supervision of staff when the Country Security Manager is out of country. The Security Program Manager will regularly make site visits the program areas to assess the security environment. This position will also help facilitate the community acceptance strategy of security in the communities and ministry partners where programs are operating.

Job Duties:

Include the following. Other duties may be assigned.

International relationship and responsibilities:

- Maintain your personal relationship with Jesus Christ and be an effective witness for Him.
- Support the CSM to create a good security management culture in Haiti, supporting different initiatives with NGOs Partners, and other stakeholders.
- Ensure a daily monitoring of security information, and analyze open source information to continually assess the national and local threat levels.
- Periodic field visits to carry out risk assessments and security plans during the implementation of our programs and humanitarian response in the wide country.
- Carry out quarterly security risk assessment of all the facilities where Samaritan's Purse operates (field assessment, office physical security assessment) and recommendations to include in our security plan for each office.
- Monitoring and follow-up of the operation of electronic security devices used by the organization nationwide (cameras, satellite devices, Radios, Everywhere System, among others), reporting their status to the Country Security Manager.
- Monitoring all travel trips inside the country using our security system in place, provide security updates and alerts for the staff during daily day trips and operations.
- Provide field training for the Samaritan's Purse staff and Private Security Guards to ensure they understand the information security and procedures.
- Ensure the physical security protocols and procedures working with security providers to ensure an efficient security control of our SP asses, properties, and visitors for incident prevention and mitigation.
- Maintain up to date information on socio-political, economic, environmental, security and Humanitarian space at national level.

- Support CSM to update the Security Management Notebook and contingency plans, protocols and procedures.
- Support the CSM to provide security training and security introductions for new staff, visitors, international staff traveling to the country.
- Ensure a good internal security management procedure to protect SP assets with the Logistic Department to ensure compliance, based in the risk assessment in all SP Offices.
- Ensure the weekly incident registers and provide inputs for the Security reporting.
- Make Country Security Manager – SP Haiti aware of observed changes to security status, information, needs, and concerns.
- Monitor potential and present emergencies and keep all staff informed of events, as directed by the Country Security Manager – SP Haiti.
- Participate on behalf of the CSM in meetings with the National Leadership Team, provide recommendations, and register ongoing operations and critical support from the Security Department.
- Ensure efficient use of funding and accurate financial reporting, assist Country Security Manager – Haiti in preparing annual budget

Critical Incident Management and Response:

- Form part of the Crisis Incident Management response, support the internal investigations in response to security incidents involving Samaritan's Purse staff and visitors and reporting.
- Support the Disaster Response and works under the Country-Disaster Assistance Response Team (C-DART) platform of SP Haiti, supporting the deployment, field assessment and humanitarian response in case of crisis and disasters.

External relationship and security information management:

- Develop and maintain relationships with diverse personnel who impact security of SP personnel. These include but are not limited to police department, Army, NGOs, UN and government leaders as needed, under the leadership of the CSM.
- Develop local contacts who can provide real-time information in SP areas of operation
- Be part of security forum with different international NGOs and others and respect the code of conduct and protocols.

Complete other activities as directed by the Line Manager and performing all other tasks and responsibilities assigned for the benefit of Samaritan's Purse with a generous and serving spirit.

Skills Required

To perform this job successfully, an individual must be willing to abide by Samaritan's Purse's code of conduct and understand the principles of Samaritan's Purse's statement of faith, as well as be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to coordinate activities, building and maintaining positive working relationships
- Ability to understand complex security situations and advise program designs accordingly
- Ability to analyze information to develop a complete picture of security situations.
- Excellent planning and organizational skills
- Networking and team building skills
- Flexibility and adaptability
- Ability to communicate and interact well with people of different educational, linguistic, cultural and socio-economic backgrounds.
- Diplomacy and negotiating skills.
- Impeccable integrity and honesty
- Committed to following the SP code of conduct, values, and ethical standards
- Humble team player
- Strong cross-cultural communication skills, both written and verbal
- Levelheaded and calm demeanor; able to firmly, yet professionally, direct people when the need arises
- Self-starter and motivated to succeed, regardless of the task
- Situational awareness, attention to detail, anticipation of events, and follow-up
- Previous experience in security, preferably with a non-governmental organization (NGO)
- Strong organizational and problem-solving ability
- Flexible and adaptable to changing schedules and requirements
- Willingness to travel throughout Haiti
- Willingness to work in a field environment (including extended periods outside in extreme weather conditions)
- Ability to drive a standard transmission vehicle, motorcycle in rough road conditions (mechanic and 4WD)

Education desired:

- Computer Science, Business Administration, Industrial Engineer degree.
- Special training in personal security & Risk Management from Security Industry, Police Academy or Army trainings can replace the university education degree.

Some other experiences that will make the candidate more competitive:

- Previous experience in a security position, preferably with an NGOs sector.
- Minimum 3 year of experience in physical security.
- Experience in context monitoring and security reporting (verbal and writing)
- Experience in Humanitarian Response
- Experience on an Incident Management Team.
- Experience in basic operational budget management and reporting.

LANGUAGE:

- Local language (Creole Haitian, French).
- English (good proficient for meetings and reporting)

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk and run; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate but can be exposed to loud noises around the maintenance and construction workshops.
- May travel in country with exposure to communicable diseases, hot and humid weather conditions.
- Work in a security context that is fluid

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All SP staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Interested candidates should send their letter of application, CV, diploma and certificate by e-mail to: SPHaitiRecruitment@samaritan.org. The deadline for applications is February 2, 2025. **Please note that only shortlisted candidates will be contacted.** Interviews will take place on an ongoing basis and the vacancy will be closed once filled.