



ADRA DRC- Tudienzele - SAFETY AND SECURITY MANAGER/031/RH/05_24

TITRE DU POSTE : Safety and Security Manager.
REPORT TO : Chief of Party.
LOCALISATION : Tshikapa (Kasaï)
TYPE D'EMPLOI : Fixed Term Contract

1. CONTEXT

ADRA is a global humanitarian organization that works with people in poverty and distress create justice and positive change through empowering partnerships and responsible action. For this position Based in Kasai, DRC, the client seeks passionate, engaged and experienced candidate who embodies values of connectedness, courage and compassion.

2. ORGANIZATIONAL STRUCTURE :

The **Safety and security Manager** will report to the COP of the Tudienzele Program. His/h primary focus will be providing strategic oversight and direction to the security team managing operational mechanisms of organizational safety and security policies and ensuring processes are up to date, communicated and effectively practiced and rolled-out by the project team members. In order to fulfill this role, the PSSM must maintain an acute awareness of the context and all threats as they relate to ADRA's operations. Our expectation is that these are responsive to the context, adequate for the circumstances and designed to enable the activities and works in the ADRA DRC portfolio.

DUTIES AND RESPONSIBILITIES :

OPERATIONAL SAFETY & SECURITY

- Provide strategic oversight and leadership to the development and implementation of a program security strategy.
- Responsible for providing critical recommendations to the management of the Tudieneze program including the designation of Go/No-Go areas, location risk ratings and agency posture, acceptable levels of operational security risk and risk mitigation measures.
- He/she is responsible for leading the development and update of all security procedures including standard operating procedures (SOPs) contingency plans (CP) guidelines, planning for staff safety and operational security for all Tudieneze Field offices.
- Ensure that security policies, guidelines, SOPs and plans are documented in a way that is user-friendly and that can be easily/regularly updated, maximizing the use of digital tools or technology to streamline.

SECURITY DOCUMENTATION.

- Accountable for ensuring all security related incidents are reported from the field offices and the incident management system and incident log are updated.
- Ensures the incident log and reporting system is updated in real-time to allow for thorough planning and analysis. Facilitate lessons learned in cooperation with other departments after key incidents or learning opportunities.
- During serious or critical incident management, serve as an active member on the ADRA DRC incident management team (IMT).

HUMANITARIAN ACCESS & ANALYSIS.

- Coordinate closely with program and operational teams for area and activity specific strategies. This should engage and make efforts to enhance our network of advocates and supporters within communities.
- Cooperate and collaborate closely and regularly with the Crisis Analytics Team to integrate access, analysis and conflict trends into our planning, forecasting and programmatic thinking.
- Provide regular updates and briefings to program and operational leads.
- Ensure access issues, incidents and constraints are reported internally and through the UNOCHA reporting system.

CAPACITY BUILDING:

- Responsible for identifying training needs and developing adapted training plans on security topics (defensive driving, security SOPs, HEAT, etc.) for team members, drivers, guardians, and as appropriate other partners.
- Conduct regular capacity building of security focal points, Field managers, team working in remote or high-risk areas, drivers, and guards.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT/SPECIFIC REQUIREMENTS

○ Travel

- A willingness to work and travel frequently in often difficult and insecure environments.
- Extensive experience in the security or management field that reflects 7-10+ years team management and fragile contexts.
- Advanced level of understanding with the philosophy and mode of operation of NGOs. At a minimum of 5 years field-based experience in complex and insecure settings and preferably a conflict environment. Preferably, with large teams of staff.
- Experience working or managing a program that required humanitarian access negotiations and strategizing is highly desired.

COMPUTER SKILLS AND TRAININGS.

- Competency in online and Microsoft Office systems including Word, Excel, PowerPoint and other online database/mapping systems.
- Fluency in French or TSHILUBA (both written and spoken) is required. Fluency in English is highly desirable.
- Formal training qualifications (HEAT, K&R, Personal Security, First Aid etc).

HOW TO APPLY

- We invite you to post your CV in Microsoft Word format **in English** (compulsory mention of the position title in subject of your application): "**Safety and Security Manager**". "and your application letter (**in English**) via email to "TDZRecruit@adradrcongo.org"
- (complete the application form) no later than **May, 23^d, 2024**
- Provide us with three references in connection with your previous employments;
- Only prequalified candidates will be invited;

Qualified women are encouraged to apply.

