**Security and Safety Coordinator**

**Description of post and specification of the candidate**

**Offer n°: TN/01/****12/AAI-DRC/2023 – Safety and Security Coordinator**

**Title of post : Coordonnateur de la Sûreté et de la Sécurité**

**Duty station: Goma, RDC**

**Duration of the contract: 12 months (1 year)**

**Adresse :** [**DRC.Job@actionaid.org**](mailto:DRC.Job@actionaid.org) **late on 31.12.2023**

**End of submission: 31 December 2023.**

**Context**

ActionAid DRC is a branch of the ActionAid International federation working in more than 70 countries worldwide and began its operations in the Democratic Republic of Congo (DRC) in 1987.

ActionAid DRC (AA DRC) works to promote structural change and strengthen collaboration with traditional government authorities, civil society organisations (CSOs) and communities affected by armed conflict. Our long-term commitment is to fight poverty and injustice in the world. For people living in poverty and people of concern are involved as catalysts and contributors to social change processes. AA DRC's interventions are concentrated in the provinces of North Kivu, South Kivu, Maniema, Kasai Oriental, Kasai Central, Sankuru, Lomami and Kinshasa. It develops other interventions with implementing partners which are mainly Civil Society Organisations governed by Congolese law.

**Job Summary**

We are seeking a dedicated and experienced Security and Safety Advisor to provide essential support in managing the safety and security of our staff, partners, operations, and premises. In this role, you will work closely with the Country Director and collaborate with various stakeholders to ensure the safety and security of our team and operations. Your responsibilities will encompass security risk assessment, compliance monitoring, contingency planning, staff training, and incident response. The role requires 40-60% domestic travel.

**Key Responsibilities**

1. **Security Risk Assessment and Reporting:**

* Undertake periodic security assessments in collaboration with senior management and inter-agency partners.
* Prepare comprehensive security risk management assessment reports with clear and practical recommendations.

1. **Security Strategy, Procedures and Protocols**

* Develop and implement a security strategy and risk management plans based on the political/security situation in our operational areas and guided by ActionAid’s Global Safety and Security Policy.
* Develop essential protocols and procedures such as office safety, domestic and international travel, visitor management, security headcount, and specific security protocols for humanitarian missions.
* Work closely with HR and SHEA and safeguarding team to establish procedures for staff welfare and emotional wellbeing.

1. **Incident and Contingency Management.**

* Develop and apply robust incident reporting and incident management protocols.
* Establish a system of 24/7 incident reporting and response capability utilising safety ansd security volunteers and champions from the team.
* In consultation with the team, develop plans for evacuation, relocation, medical evacuation, and other safety contingencies.

1. **Compliance, Evaluation and Improvement:**

* Advise and assist in facilitating and improving safety and security compliance.
* Periodically evaluate existing safety measures for adequacy and identify areas for improvement.
* Oversee or implement approved safety improvements in collaboration with senior management.

1. **Operational Integration:**

* Ensure security measures are fully integrated into operational planning, including budgetary provisions.

1. **Communities’ Safety:**

* Contribute to efforts to facilitate the physical protection and safety of the communities and other stakeholders in accordance with the Do No Harm principle.

1. **Stakeholder Relations:**

* Maintain relations with security-related actors, including relevant authorities, peer networks, programme partners and other stakeholders.
* Maintain internal relationships with relevant functions and units, including the with the global security focal team of ActionAid federation.

1. **Training and Exercises:**

* Provide safety & security training to staff and partners as requested.
* Conduct rehearsals and practical exercises to ensure security preparedness.

1. **Programme Criticality Assessments:**

* Participate in programme criticality assessments and critical decision making from time to time.

1. **Other Duties:**

* Perform other related duties as required.

**Profile**

**Nationality:** Congolese

**Education:** A relevant university degree or equivalent technical security education.

**Essential Experience:** Proven professional experience of at least 4 years with an international NGO and at least 2 years at a senior security level in the non-profit, humanitarian and development environment.

**Essential Skills:**

* Excellent knowledge of the operational security context in DRC.
* Experience in designing and delivering security trainings and organising security drills for NGO staff.
* Excellent knowledge and understanding of the humanitarian principles.
* Competent user of MS Teams, Excel, Google Maps and other MS Office Tools.
* Able to communicate complex security concepts in simple manner to non-security stakeholders.
* Flexible with timings and available for after-hours security emergencies.
* Able to travel within DRC for 40-60% of their role.
* Ability to listen and maintain confidentiality.
* Collaborative and able to work effectively in a diverse team.
* Excellent leadership, listening and problem-solving skills.

**Desired skills:**

* Ability to communicate in English is an added plus.
* Safety & Security trainer qualification.

ActionAid DRC is an equal opportunity employer and does not discriminate on the basis of a person's race, religion, gender, age or disability status. Qualified female candidates are strongly encouraged to apply.

Those interested in this position are requested to send their applications (a letter of motivation, an updated CV, names and contact addresses of three referees only in Word) only to the following e-mail address **DRC.Job@actionaid.org** with the reference number of the recruitment notice in the subject line.

Please make sure you explain in your motivation letter how you meet the job requirements. We urge you to read the job description carefully before applying.

The deadline for submission of applications is on 31st December 2023.

Late application will not be taken into consideration.

Kinshasa, 11 December 2023

**ActionAid DRC**

**The Administration**