

**CARE INTERNATIONAL IN KENYA**  
**JOB DESCRIPTION**

EMPLOYEE NAME:

JOB TITLE: **Safety and Security Manager**

DEPARTMENT/PROJECT: **CD's Office**

SUPERVISOR: **Country Director (CARE Kenya)**

GRADE: **H**

#### JOB SUMMARY

The Safety and Security Manager (SSM) will support the CARE Kenya country office and its staff to identify, mitigate, communicate and respond to risks in a manner that increases and promotes community acceptance, thus enabling our work in vulnerable communities. As an office within the broader CARE Confederation, CARE Kenya must be in compliance with the CARE International Safety and Security Principles, Standards and Key Performance Indicators, and the SSM is responsible for ensuring compliance with these, and providing regular reports to the CARE Kenya CD and CARE Canada S&S lead on the status of this. This position is crucial in ensuring that staff within both CARE Kenya and CARE Canada have accurate and timely information regarding safety and security to promote solid decision-making regarding the safety and security of its personnel and visitors.

#### RESPONSIBILITIES AND TASKS

**CARE Kenya Senior Management Team (SMT):** As a member of the CARE Kenya SMT, contribute substantially to the following:

1. Assist in setting the strategic direction of the Country Office and achieving its vision and purpose.
2. Participate in the development of the Annual Operating Plan (AOP) and the achievement of annual objectives
3. Lead the development and revision of security policies, procedures and systems with the SMT.

Be a role model for all staff by exemplifying CARE's values and providing leadership

**CARE Kenya Security Management:** By guiding CARE Kenya head office and sub-office staff:

1. Ensure CARE Kenya is meeting the CI S&S principles, standards and KPIs, which includes, but is not limited to: developing and regularly reviewing security risk assessments for all CK's areas of operation; incorporating this information into the country safety and security management plan, location-specific SOPs, and the visitors' briefings; training staff and visitors to manage S&S risks, and supporting the country office to both prepare for, and respond to, critical incidents of a safety and security nature.
2. Supervise and manage the security staff of the head office, sub-office, and international residences.
3. Perform physical safety and security assessments of new field offices and international staff residences and hotels and provide recommendations as appropriate.
4. Monitor security issues within the CARE Kenya operational areas and prepare a weekly Security Report for Nairobi, Dadaab, Garissa, Kisumu, Siaya and Homabay to include incidents, "hot spots" and "no-go" areas.
5. Maintain close communication with the CARE Canada S&S Lead on incidents, changes in the security context, and provide info and analysis regarding events that have the potential to influence the safety and security of CARE staff.
6. Report all incidents immediately to the CD and the S&S Lead in CARE Canada, and follow this up with a formal report on SIMSON within 24 hours.
7. Provide security briefings to visitors, consultants and new staff. As required, revise the Visitor's Packet. Also, manage and, as required, provide visitor's mobile phones to longer-term consultants and visitors. Ensure sufficient air-time.
8. Develop and implement access control procedures, visitor policies, building evacuation planning, etc.
9. Liaise with police, NGOs and agencies to gather, analyse and disseminate security information to those who require it
10. Ensure adequate non-project emergency preparedness in the provision of adequate equipment, materials and training in fire safety, evacuation and first aid.
11. Assist in the development of the Annual Operating Plan (AOP) related to security issues. Also, prepare personal Individual Operating Plans (IOP).
12. Develop the CARE Kenya security budget, linking directly with the risk assessment format, and manage this budget ensuring effective tracking and utilization.

**CARE Somalia and Regional Management Unit (RMU) Security Management:** By liaising with the CARE Somalia and RMU security point person, provide the following:

13. Monitor security issues within Nairobi and provide a weekly Security Report to include incidents, “hot spots” and “no-go” areas.
14. Ensure CS, CSS and RMU staff are incorporated into the CARE Kenya phone tree and SMS blasts, and are kept informed of urgent and non-urgent S&S information through this manner
15. Review and propose improvements to the CSSS and RMU Nairobi office security and procedures, and guide the CSSS security point person on visitor and workshop briefings.

**AUTHORITY:**

1. Spending Authority: Signatory authority Per Appendix K of the CIK Procurement Manual.

**CONTACTS/KEY RELATIONSHIPS:**

1. CARE Kenya staff
2. CARE Canada S&S Lead
3. Police
4. CARE Attorney
5. Regional Management Unit (RMU) and CARE Somalia/South Sudan S&S staff

**WORKING CONDITIONS:**

1. Based in Nairobi with 40% travel to Sub-Offices.

**QUALIFICATIONS:**

- Required minimum of 3 years of field-based experience with an INGO and at management level in complex and insecure settings, preferably with large teams of staff.
- Degree in related field such as Risk Management, International Development, Police Sciences or equivalent
- Formal security qualification or advanced security management training
- Advanced level of understanding of the philosophy and mode of operation of NGOs
- Experience in liaising with civilian, police and military government authorities, as well as with regional, national and international institutions

- Experience of incident reporting, incident mapping, intelligence collation and analysis functions, set up and execution of an incident warning system (warden system), compilation of security reports and assessments
- Strong analytical capacity, resourcefulness and creativity in developing the role of security within programmes and ensuring the most effective support to line management
- Ability to balance demands of beneficiary and security actors while maintaining appropriate contextual NGO security advice and coordination
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
- Ability to present complex information in a succinct and compelling manner
- Excellent planning, coordination and reporting skills, with the ability to organize a substantial workload comprised of complex, diverse tasks and responsibilities
- Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies
- Willingness to work and travel in often difficult and insecure environments
- Competency in Internet and Microsoft Office systems including Word, Excel, PowerPoint, Access and other database/mapping systems
- Fluency in English, both written and spoken. Ability to speak Kiswahili and other local languages an advantage
- Willingness to travel to CARE Kenya's field offices and operational areas on a regular basis
- Understanding of CARE Kenya's vision and mission and a commitment to its objectives and values

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_