

**CARE INTERNATIONAL IN KENYA
JOB DESCRIPTION**

EMPLOYEE NAME:

ISOC-08 OCCUPATIONAL CLASSIFICATION:

Group #:		
Subgroup#:		
Job group#:		

JOB TITLE: SAFETY & SECURITY COORDINATOR

DEPARTMENT/PROJECT:

SUPERVISOR: DEPUTY DIRECTOR - SAFETY & SECURITY

LOCATION/DUTY STATION: RAP/DADAAB

EMPLOY DATE:

GRADE: G Band 3

JOB SCORE

I: JOB SUMMARY:

Reporting to the Deputy Director - Safety & Security (DDSS), the Safety and Security Coordinator (SSC) is responsible for ensuring that staff members are working within an environment consistent with acceptable minimum safety and security standards. This includes working with the DDSS in development of appropriate security planning and mainstreaming the individual and collective sense of security and safety awareness and responsibility. It also consists of working with the DDSS to identify security challenges and proposing risk reduction/mitigation measures in addition to developing, maintaining, updating and implementing when necessary, security regulations and operating procedures according to the changing situation in North Eastern Kenya and the region that may have an impact on the CARE overall operations.

II: RESPONSIBILITIES AND TASKS:

R1: Coordination of Safety & Security Services in Dadaab and areas of operations in North Eastern Province.

- 1.1 Monitor all security operations ensuring timely intervention and resolution in areas of concern.
- 1.2 Gather all security information in the NEP region, analyze and disseminate the same to the relevant offices.
- 1.3 Perform security assessments in Dadaab refugee camps and regularly review safety and security procedures.
- 1.4 Plan, organize and coordinate security escorts as appropriate, within the camps and/or out of Dadaab environments, whenever required.
- 1.5 Monitor staff and vehicle movements in Dadaab area of operations to ensure effective tracking of the same.

R2: Staff Management and Development

- 2.1 Supervise the Safety/Security Focal Persons in all the three camps of Hagadera, Dagahaley and IFO.
- 2.2 Identifying Unit's staff development needs and design/identify appropriate interventions to address the needs.
- 2.3 Promote staff development through support, coaching and mentoring.
- 2.4 Promote team work and spirit through participatory leadership in the delivery of safety and security services.
- 2.5 Conduct periodic and appropriate safety and security related trainings for all CARE staff in Dadaab.
- 2.6 Ensure all staff understand and fulfill individual and collective responsibilities for safety and security.

R3: Security management

- 3.1 Ensure that security planning becomes an integral part of day-to-day operations.
- 3.2 Work with administration staff to ensure appropriate steps are taken to safeguard office Premises, Equipment and residential property (guards, locks, lighting, alarms, and fire equipment)
- 3.3 Manage a security related budget that ensures prudent Utilization and effective monitoring of the same.
- 3.4 Maintain and manage the CARE incident tool tracking and extract trend analysis to assist decision making in appropriate security planning,

R4: Contingency planning

- 4.1 Work with Deputy Director of Safety & Security to develop appropriate crisis management protocols and contingency planning for management of events such as: Kidnapping, Road Traffic Accidents (RTA), ambush, car hijacking, Death of employee, severe injuries and serious illness (hospitalization or medivac), Destruction of essential assets etc.

R5: Liaison and information sharing

- 5.1 Liaise/represent the organization/sector as appropriate with other agencies/stakeholders on matters of safety/security related.
- 5.2 Organise and disseminate as appropriate, relevant safety and security information to staff and provide/inculcate an opportunity for employees to share security-related concerns.

R6: Conduct and/or coordinate investigation as will be required

- 6.1 Conduct internal investigations as will be required.

III: AUTHORITY

- **Spending Authority:** Signatory authority Per Appendix K of the CIK Procurement Manual.
- **Supervision:** 3 positions, that is, Safety and Security Officers and Safety and Security Assistants and incentive watchmen based at the CARE compounds in the camps.
- **Decision Making:** Decision making responsibilities.

IV: CONTACTS/KEY RELATIONSHIPS

External: Law enforcement agencies, Local administrations, UN agencies, INGOs/IPs, NGOs, Other Government Departments/Ministries, Security service providers, Host/Refugees communities' security committees.

Internal: Administration Unit, MSU Unit, GCD, Logistics sector, HR, WASH Sector, Education Sector and other integral partners,

V: WORKING CONDITIONS

The position is based at Dadaab Main Office (DMO) with frequent movements to CARE compounds or area of operations in the refugee camps. It also involves 10% visits to CARE Garissa project sites and area of operations. This is a non-family working station. The duty envisages the incumbent to be on call 24 hours. Hot weather condition is prevalent during most part of the year. There are minimal infrastructural developments with limited basic amenities. Road movement to and from work station to Garissa/Ukasi as well as for inter - camp movements must be conducted under armed police escort, Strict compliance to security operating procedures must be adhered to at all times. It is a six - days' work station with a prorated compensatory time off according to the CTO policy. The incumbent may be required to travel to the Country Office (Nairobi) or elsewhere to perform official responsibilities as may be required. The incumbent shall reside in the CARE compound while executing his official duties and shall obey and adhere to residential compound regulations.

VI: QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Education: Bachelor's Degree in Criminology/Security Studies/Disaster Management Social Sciences/Police or Military from a recognized University/institution of higher learning.

Experience: More than 6 years progressive relevant experience gained in either the Kenya Police, Armed Forces or any other disciplined force and had attained the rank of Inspectorate above or its equivalent in other Services.

Certificate:

- Proficiency in MS – Suite
- Trained in fire safety
- First-aid response
- Radio Communication course/training

Competencies:

- Should have excellent communication skills.
- Good analytical, investigation & report writing skills
- Must have strong interpersonal skills
- A team player
- Ability to work with minimum supervision in a hardship/hostile environment.
- Strong security assessment, evaluation and analysis process.
- Excellent written & verbal communication
- Flexibility & responsiveness in handling security issues
- High level integrity & confidentiality
- Ability to work under pressure and meet crucial deadlines

- Broad range of IT skills, including competencies in MS Office suite

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____