

Job vacancy: Safety & Security Manager

Help - Hilfe zur Selbsthilfe e.V. is a non-profit, independent organization, which was founded on the occasion of the war in Afghanistan in 1981 and is now active worldwide. With an annual project volume of 25-30 million Euro, Help provides rapid assistance in the event of disasters and sustainable reconstruction for and with people in need, especially in Africa, Asia and Europe.

As a globally operating humanitarian aid organization, Help receives funding and the highest recognition from national and international donors and is committed to the national and international standards of humanitarian aid as well as the transparent use of funds and impact monitoring.

Scope of position:	Full-time (39h/week)
Place of work:	Bonn, Germany
Contract duration:	Initially limited to 1 year
Reporting duty:	Management team

To strengthen our team we are looking for a

Safety & Security Manager (m/f/d)

at the earliest possible date.

Would you like to take on a responsible task with sense?

Then support us in the following areas:

- Analysis, processing and documentation of all relevant safety & security information for all our current and potential project countries, relevant travel countries and HQ
- Support and continuous adaptation of the security management systems of our country programmes
- Technical supervision and support of employees in the HQ
- Technical supervision and support to the country/regional offices through personal presence
- Upon request; cooperation in the project planning by preparing a list of measures for risk reduction
- Review of project concepts and proposals for risk countries taking into account safety & security-relevant aspects
- Preparation of context analyses necessary for the clearance of business trips
- Management and analysis of Security Incident Reports
- Ensuring 24/7 availability (rotating emergency call duty)/ check-in for travelers
- Continuous updating of the risk analysis for the individual operational areas, with reference to the security reports and other reliable sources (UN, German MOFA, etc.) and dissemination of information to relevant bodies (country directors, programme coordinators, management team)
- Continuous adaptation of the Safety & Security Framework and all associated policies, tools and templates
- Technical monitoring of safety & security assessments and inspection of the compliance with safety & security plans in the project countries
- Promotion of knowledge transfer between the country-/regional offices and all relevant organizational units in the HQ
- Representation of the organization in German and international security networks as well as in thematic forums (EISF, UNDSS, SLT, German NGO network, donor events)
- Safety & Security briefings for employees and documentation of compliance with travel requirements
- Coordination, organization and further development of training and refresher courses for employees framework, first aid, etc.)
- Coordination of the crisis management team

- Recommendation of service providers and actors to assist in necessary evacuations
- Updating of the safety & security site in the intranet
- Support concerning the HQ risk management strategy

Convince us by:

- Relevant (technical) university degree (international relations, security management, etc.); or equivalent work experience
- Relevant further training in the field of "Safety & Security", preferably for non-governmental organizations
- At least 7 years professional experience in the field of security management for governmental, non-governmental or private institutions or companies
- Experience in dealing with crisis situations abroad
- Business fluent in English and French, basic knowledge of Arabic is an advantage
- Strong organizational understanding and the ability to make timely decisions in difficult situations
- Willingness to travel to countries with difficult security situations even on short notice
- Willingness to work also on weekends and holidays, if required due to a specific crisis situation in a project region
- Physical and mental resilience
- Experience of working with national actors in fragile countries
- Intercultural competence and sensitivity in contexts of conflict
- Ability to work in a team
- Sense of responsibility

We offer:

- a demanding and meaningful activity with responsibility and creative scope
- an international working environment characterized by a high level of commitment and team spirit
- flat hierarchies and flexible working hours
- performance-related, attractive remuneration; based on the German TVÖD
- 30 days of annual leave

Please send your application stating your salary expectations and earliest availability (**please only: cover letter, CV, professional qualification, certificates as well as three references in a file attachment and max. 5 MB data volume!**) by e-mail until **20.02.2019** to: **bewerbung@help-ev.de**. Your contact person is **Ouarda Assla**. Please also state in your application where you found the job advertisement. People with disabilities will be given preferential treatment if they are suitable for the position. Further information on our work can be found at **www.help-ev.de**.