

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: 39 hours/week or otherwise agreed
Place of work: Bonn, Germany and on mission abroad
Contract duration: permanent
Reporting duty: Managing Director

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:

Overview of Role:

The Safety & Security Manager oversees, monitors and ensures the implementation and regular review of the Safety & Security Framework and provides technical security consulting across all levels of the organisation. He/she is the contact person for all Safety & Security matters, both internally and externally. The aim of safety & security management is to identify potential threats to the organisation, its projects, employees and partner organizations in good time and to initiate measures to reduce risks.

Roles and Responsibilities:

- Analysis, processing and documentation of all relevant safety & security information for all current and potential project countries, relevant travel countries and HQ
- Support and continuous adaptation of the security management systems of our country programs
- Technical supervision and support of employees in the HQ and to the country/regional offices through personal presence
- Upon request; cooperation in the project planning by preparing a list of measures for risk management and mitigation; in case of extreme hazards, checking the feasibility of the projects, including the option of rejecting project proposals
- Review of project concepts and proposals for risk countries considering safety & security-relevant aspects
- Preparation of context analyses necessary for the clearance of business trips and the preparation of new projects
- 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 safe sources (UN, German MOFA, etc.) and dissemination of information to relevant bodies (country directors, program coordinators, managing director)

- Technical monitoring of safety & security assessments and inspection of the compliance with safety plans in the project countries. Regular request and evaluation of safety & security reports from the country programs
- Promotion of knowledge transfer between the regional offices and all relevant organisational units in the HQ
- Representation of the organisation 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 travel requirements
- Coordination, organisation and further development of training and refresher courses for employees
- Member of the crisis management team
- Recommendation of service providers and actors to assist in necessary evacuations
- Support concerning the HQ risk management strategy and regarding safety & security matters

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 NGOs
- At least seven years of professional experience in the field of security management for governmental, non-governmental or private institutions or companies
- Experience in dealing with crisis situations abroad
- Strong organisational 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
- Experience of working with national actors in fragile countries
- Physical and mental resilience, sense of responsibility and ability to work in a team
- Intercultural competence and sensitivity in contexts of conflict
- Fluent in German, business fluent in English, good knowledge in French, basic knowledge of Arabic is an advantage

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, flexible working hours (trust-based working hours), mobile work
- Performance-related, attractive remuneration; based on the TVÖD
- Christmas bonus
- 30 days of annual leave
- Option to purchase a job ticket

If you meet the above requirements, we would be pleased to receive your application incl. 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. 10 MB data volume!**) addressed to: bewerbung@help-ev.de. Your contact person is **Anja Baumann**.

Please note that only shortlisted candidates will be contacted. 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.