

## Job vacancy: Global 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.

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Scope of position:	Full-time: 39 hours/week	Place of work:	Bonn, Germany
Contract duration:	permanent	Reporting duty:	Managing Director

To strengthen our team, we are looking for a

### **Global Safety & Security Manager (m/f/d) based in Bonn/Germany**

at the earliest possible date.

#### **Overview of Role:**

Help is implementing projects in at least 10 high risk countries. The Global 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 organization. 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 organization, its projects and beneficiaries, employees and partner organizations in good time, initiate measures to mitigate risks and if possible ensure continuous access to the vulnerable people who the organization supports.

#### **Tasks and Responsibilities:**

- Analysis, processing and documentation of all relevant safety & security information for all current and potential project countries, relevant travel countries, including continuous adaptation of the security management plans of our country programs and preparation of context analyses necessary for the clearance of business and field trips and the preparation of new projects (all in line with the existing Global Security Framework of Help).
- Continuous updating of the risk analysis for the individual operational areas, with reference to the security reports and other safe sources (UN, German Ministry of Foreign Affairs etc.) and dissemination of information to relevant bodies (country directors, program coordinators, HR, managing directors)
- Technical support of relevant bodies in the HQ and in the country/regional offices through regular visits
- Management and analysis of Security Incident Reports
- Ensuring 24/7 availability (rotating emergency call duty)/check-in for travelers
- Technical monitoring of safety & security assessments and inspection of the compliance with security management plans in the project countries. Regular request and evaluation of safety & security reports from the country programs
- Safety & Security briefings for employees before travel and documentation of travel requirements
- Recommendation of service providers and actors to assist in necessary evacuations/medical emergencies
- Support in the implementation of the HQ risk management strategy regarding safety & security matters

### Skills and experience needed:

- At least five years of professional experience in the field of security management for governmental or non-governmental organizations in the field of humanitarian-/development aid
- Relevant (technical) university degree (international relations, security management, etc.) or equivalent work experience and further training in the field of "Safety & Security", preferably for NGOs
- Experience in dealing with crisis situations abroad 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
- business fluent in English, good knowledge in French, basic knowledge of German, Arabic is an advantage

### We offer:

- A demanding and meaningful activity with responsibility
- 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 agreement for positions eligible to mobile work (with minimum days onsite in Bonn)
- Performance-related, attractive remuneration; related to the TVÖD (Collective wage agreement for German civil servants)
- Christmas bonus
- 30 days of annual leave, additional 3.5 days off (Christmas Eve, New Year's Eve, Shrove Monday, Women's Carnival half day)
- 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. 5 MB data volume!**) until **4<sup>th</sup> May, 2022** addressed to: [bewerbung@help-ev.de](mailto:bewerbung@help-ev.de).

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](http://www.help-ev.de).