## JOB DESCRIPTION

**Job Title:** Staff Security Officer

**Grade:** 6(N)

**Level:** Senior Specialist

**Division:** Administration

**Location:** Pretoria, South Africa

## Primary Purpose

This position is primarily responsible for supporting, implementing and ensuring the systematic application of safety and security policies for all CWS Africa operational activities and programs in South Africa. The Staff Security Officer will act as the safety and security focal point in the daily South African operations, and will be responsible for applying safety and security risk management policies and procedures. This position will report to the Regional Security Risk Manager in the Pretoria Office.

## Supervision

This position reports directly to the Regional Security Risk Manager, in Pretoria

## Essential Duties

1. Acts as the safety and security focal point in the daily South African Operations.
2. Provide input to RSRM to develop new, and update existing, safety and security risk management policies and procedures. Apply safety and security risk management policies and procedures
3. Provide input to Regional Security Risk Manager on South Africa for weekly regional security updates Assist in conducting international staff residential surveys.
4. Provide input to RSRM on South Africa for security assessments of ongoing regional activities. Maintain proper documentation and filing of security electronic and physical files
5. Assist with all Security briefings to local staff and orientation/briefing for all new staff and visitors within the Pretoria office.

**Management Duties**

1. Provide input to RSRM for development and review of plans and SOPs; to include up to date input on staff movement across South African Locations.
2. Manage contracted security guard team, with regards to deployment, performance and briefings.
3. Oversee performance of Floor Wardens in line with CWS Safety and Security Manual and assist with training programs.
4. Manage and ensure OSHA compliance of fire safety equipment and procedures in collaboration with Admin supervisor.
5. Implement periodic in-house motor vehicle inspections to ascertain validity of insurance and inspections
6. Assist RSRM in conducting international staff residential security site assessments
7. Perform evacuation and lockdown drills in South African operational areas using CWS security manual guidelines and after-action review
8. Provide input to RSRM for regional security meetings in areas of operations / OSHA meetings Assist RSRM with certain field activities, to include assessments logistics, accommodation and work environment, conducting field audits, field assessments and assessments and surveys for new filed sites.
9. Ensure the SA office is updated on the regional security situation, by researching trends regarding security incidents, providing input regarding security on all SA operations, reviewing and developing emergency plans.
10. Step in for the RSRM when required to represent CWS Africa in meetings with host country Government, Local and Regional Law enforcement agencies and UN agencies.

**Monitoring and Evaluation**

1. Assist RSRM with compiling threat assessments in accordance with CWS protocols
2. Assist RSRM with the collection of notable incidents in South Africa for weekly regional security update
3. Continuously monitor surveillance cameras, ensure they are operational and in compliance with donor requirements
4. Work closely with IT team to ensure surveillance systems are up and running

**Training**

1. Assist RSRM in providing security and refresher training to all floor wardens using existing CWS security manual

Assist RSRM in training all new staff on safety and security procedures and providing periodic refresher training to regular staff risk

## Qualifications

**Education:**

Bachelor's Degree in a security, humanitarian, development or discipline related field, or four (4) years of paid work experience in the same field in lieu of a Bachelor’s degree is required

## Experience:

* Experience in conducting Contextual security risk assessments required.
* Experience in compiling and drafting security reports including incident reporting is required.
* Experience in coordinating response to security emergencies required.
* Two (2) years working experience with similar INGO or humanitarian agency is preferred.

## Knowledge/Skills:

* Demonstrated knowledge of OSHA and other international NGO security frameworks.
* Sensitivity to gender and cultural issues.
* Excellent communications skills, with fluency in written and spoken English.
* Working knowledge of French or Arabic is also desirable.
* Writing skills test may be requested.
* Excellent organizational and time management skills.

## Abilities:

The Staff Security Officer must have the ability to:

* influence and negotiate with internal and external actors, particularly in complex and/or stressful environments;
* provide high quality security and safety training to new staff, and ongoing advice and guidance, to staff members and visitors;
* work flexibly and remain calm in demanding situations;
* willingly travel and work in difficult environments;
* communicate effectively both verbally and in writing;
* follow directions and implement policies and procedures from the supervisor with a positive and receptive attitude;
* deal effectively and courteously with a large number of associates, outside agencies, refugees and members of the general public;
* conduct oneself in a professional and courteous manner to represent the best interests of Africa and CWS;
* maintain a high performance standard with attention to detail;
* carry out all of the duties of the position efficiently and effectively with minimal supervision;
* take initiative in the development and completion of projects within the specified timeframe;
* maintain strict confidentiality with Africa administrative and operational information;
* work well as a team in a multi-cultural environment while maintaining a high level of motivation;
* effectively manage CWS RSC Africa's resources and work closely with IT to ensure surveillance systems are up and running.

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## Working Conditions

**Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/ pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting light loads up to 25 kg.

**Environmental:** Incumbents in this position will be exposed to travel to remote locations and in some situations on very short notice.

## Special Requirements:

**Police Clearance Certificate issued within the last one year (12 months) is required before the start of employment.**

A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel. The candidate should be of good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling, employee will be entrusted with the receipt, custody and payment of money.

## Licensing/Certification: None

## Competencies

## Communication

Ensure effective exchanges of information with others. Examples of skills and behaviors include speaking to others respectfully; expressing ideas in a logical, organized way; sharing information appropriately; and clarity and conciseness in written communication.

## Relationships

Ensure constructive and supportive interactions with others. Examples of skills and behaviors include being positive and supportive when working with others; sharing information and resources freely; resolving conflict constructively; and proactively working to remove obstacles to success for others.

## Job Knowledge

Utilize and apply job related knowledge to complete job tasks at a level that meets or exceeds expectations. Examples of skills and behaviors include utilizing job knowledge to solve problems or develop new approaches; maintaining or enhancing skills through continuing education; and taking on projects that will develop or enhance skills.

## Teamwork

Work effectively and contribute as a member of a team. Examples of skills and behaviors include supporting other team members by sharing information; covering the work of others during absences, vacations etc.; and actively participating in developing ideas for ways to increase team effectiveness.

## Problem Solving

Analyze information and develop solutions to challenges that arise during the course of performing a job. Examples of skills and behaviors include researching and collecting facts; defining the issues and the parties affected; formulating options/solutions for addressing the problem; and engendering support for and implementing the solution.

## Program Planning and Management

Organize work and/or plan projects and ensure timely completion and/or

successful implementation. Examples of skills and behaviors include identifying and analyzing program options; identifying the tasks and deliverables required for successful completion; managing one’s time; monitoring the resources involved and ensuring that they are directed most effectively; and working with all involved to ensure successful completion.

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## Leadership

Guide and direct oneself or other individuals and groups toward a desired outcome. Examples of skills and behaviors include taking the appropriate level of initiative to resolve problems or remove obstacles, bringing individuals together around a common goal; evaluating information and making decisions; navigating conflict and obstacles; and ensuring that communication takes place between all parties involved.

## Resource Building and Stewardship

Balance the acquisition or investment of organization resources with responsible

use of those resources in line with the organization’s mission. Examples of skills and behaviors include taking advantage of all opportunities to cultivate potential donors; evaluating situations to identify the best use of resources; and making responsible

investments of resources that increase organization effectiveness.

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