



Peace Corps Belize
Safety and Security Manager

U.S. Peace Corps/Belize - Vacancy Announcement – revised November 5, 2015

The United States Peace Corps in Belmopan has an opening for a Safety and Security Manager. The successful candidate will be required to obtain a security clearance and undergo a medical examination. This position will require some travel as part of fulfilling performance expectations. This position reports to the Peace Corps Country Director.

MAJOR DUTIES AND RESPONSIBILITIES:

Supports and Verifies Safety and Security Policy Implementation; provides administrative support and verification that adequate systems are functioning to support Volunteer safety and security in accordance with Peace Corps policies and procedures.

Coordinates Safety and Security Training; in collaboration with Peace Corps leadership participates in the design, development and delivery of safety and security training sessions for Peace Corps Volunteers. Collaborates with senior staff to ensure appropriate safety and security training is provided to post staff.

Supports Home-Stays and Site Identification; in coordination with programming and training staff, conducts regional housing check visits and safety visits to establish security criteria for the selection of home-stay families; ensures GPS coordinates are maintained and works with appropriate staff in mapping Volunteer sites and consolidation points.

Manages Incident Reporting and Response for all assaults and incidents; manages the security and non-medical follow-up for Volunteer incidents of sexual assaults, communicates with the Assigned Security Specialist for guidance when required and according to the notification protocol.

Advises on Safety and Security Policy and Program; under the technical supervision of the Peace Corps Safety and Security Officer (PCSSO), makes recommendations to the Country Director for changes in training and program policy and procedures based on changes to the security environment at post.

Prepares for and Responds to Emergencies; serves as the main technical advisor to the CD and senior staff at Post during an emergency situation. The incumbent will coordinate and may need to physically respond to emergencies.

Acts as Safety and Security Liaison; develops and maintains contact with Embassy security staff and local law enforcement to obtain crime updates and information needed for assessing the security environment of Post.

Analyzes Crime Trends, conducts annual crime trends analysis and shares results with staff and Volunteers as appropriate; and coordinates modifications of post's safety and security program based on findings.

Shares Information and develops and maintains a system for collecting, compiling, and disseminating pertinent safety and security information to be made accessible to appropriate Post staff and Volunteers as required.

Develops Resources and Policy and organizes safety and security resources such as manuals, handbooks, leaflets, pamphlets, slides, videos, and memos and makes their contents and Peace Corps policies known to staff and Volunteers.

Coordinates Duty Officer Program, in collaboration with the CD and PCSSO, coordinates post duty officer system. Trains designated duty officers on their roles and responsibilities for responding to and reporting of incidents.

QUALIFICATIONS REQUIRED:

- Experience with safety and security programs of Peace Corps
- OR –
- Experience with safety and security programs of similar NGO/development organizations
- OR –
- Relevant professional security or law enforcement experience
- AND-
- Ability to develop and maintain effective working relationships with other organizations, including local law enforcement, criminal justice, emergency management and other NGO/development agencies;
- Ability to analyze crime trends and other risks and propose mitigation strategies;
- Demonstrated organizational and professional communication skills; experience delivering training preferred.
- Demonstrated English proficiency, both written and oral;
- Demonstrated local language fluency;
- Ability to work with Microsoft Office Suite, and other basic computer knowledge; mapping or GIS experience preferred
- Ability to conduct training and give presentations, in both English and a local language;
- A high school diploma with no less than 8 years directly relevant work experience or an Associates degree with at least 4 years directly relevant work experience; a Bachelor degree with directly relevant work experience is highly preferable.

WHO MAY APPLY:

Applicant must be eligible for appointment under Belize's local laws. Applicant must be present in the country at the time the application is submitted, and be in possession of a Belize social security card valid for employment and/or a resident/work permit.

HOW TO APPLY:

Interested candidates must submit the following application materials in order to be considered for the position.

1. Cover letter
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Complete applications should be sent to: vacancy@bz.peacecorps.gov

Review of applications shall commence on November 9, 2015. Applications will be accepted until position is filled. For additional general information regarding the Peace Corps, please visit our website at: www.peacecorps.gov.