



**Employment Opportunity
United States Peace Corps in Myanmar**

The United States Peace Corps program in Myanmar seeks a qualified and motivated candidate to fill the following full-time position:

**Coordinator for Volunteer Safety and Support
(no prior police or military experience required)**

Minimum Starting Salary: \$11,457/year (FSN-8 equivalent)

Anticipated Start Date: November 2015

**starting salary dependent on experience*

The **Coordinator for Volunteer Safety and Support (formally known as Safety and Security Manager (SSM))** is a direct Volunteer support position. The SSM directly supports Volunteers who are living and working in communities across Myanmar by providing them with support during emergencies and ensuring that proper systems are in place to ensure their safety and security. The SSM supports safety and security-related functions (i.e. site inspection and selection, Volunteer site visits, emergency planning, incident response, etc.) that are critical to post operations and Volunteer support. The SSM has primary responsibility for managing appropriate safety and security systems and procedures in compliance with Peace Corps policies, and develops risk mitigation and response strategies to implement the Post security program. The SSM conducts safety and security related training of Volunteers and serves as the main point of contact for Volunteers who are victims of crime. The SSM reports to the Country Director (CD).

The Safety and Security Manager's main responsibilities include:

- **Direct Volunteer Support:** provides support and guidance to Volunteers on safety issues concerning day-to-day life in Myanmar, including transportation and work environment issues; provides assistance and support, 24/7, to Volunteers in situations of crisis or emergency in line with Peace Corps policies and procedures, liaising with local authorities, when needed.
- **Advising on Safety and Security Policy and Program:** Assists the Country Director in establishing the post Safety and Security Program including conducting Legal Environment Surveys, creating Emergency Action plans, surveying crime trends and advising on policies and procedures to mitigate risk
- **Coordinating Safety and Security Training:** participates in the design, development and delivery of safety and security training sessions for Volunteers and staff
- **Managing Incident Reporting and Response:** Ensures that reportable incidents are communicated to the CD in accordance with policies and procedures; serves as the point person for completing incident reports in the Consolidated Incident Reporting System (CIRS) per the Consolidated Incident Reporting Guidelines; collaborates with the CD and Peace Corps Medical Officer to develop reporting, response and follow-up procedures for Volunteer incidents; supports delivery of appropriate support services to victims in a timely manner such as: Providing additional personal safety training or support; and disseminating relevant information
- **Prepares for Emergencies:** technical advice, Emergency Action Plan (EAP) testing, consolidation point adequacy, annual risk assessment, assistance with office drills, routine testing and training of security equipment
- **Provides administrative support:** verifies that adequate systems are functioning to support Volunteer safety and security in accordance with Peace Corps policies

- Volunteer Site Identification Support: Visiting the communities where Volunteers will live and work to ensure that all safety and security requirements are met for Volunteer sites and housing, conducting ongoing/follow-up visits, as needed.

Required Qualifications

- Experience with safety and security programs of similar NGO/development organizations

OR

- Relevant professional security or law enforcement experience

AND

- Fluency in written and spoken English and Burmese
- Ability to demonstrate empathy and provide emotional and logistical support to Volunteers who are victims of crime
- 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 communication skills
- Ability to conduct training and give presentations, in both English and Burmese
- A high school diploma (or local equivalent); University degree preferred
- Ability to work with Microsoft Office Suite, and other basic computer knowledge;
- Ability to travel 30% of the time, primarily in-country with periodic international travel for conferences and training.

Desired Qualifications

- Experience working with an American or international organization
- Experience counseling or providing feedback to others
- Fluency in any of the ethnic languages in Myanmar
- Ability to work independently with little supervision
- Willingness to take initiative
- Strong service attitude
- Personal integrity
- Strong cross-cultural and interpersonal skills
- Strong interest in Myanmar's development
- Good sense of humor

Apply by submitting a resume and a one page letter in English which addresses your qualifications for the position. Please address all listed qualifications and include the title of the position you are seeking in your cover letter.

Applications are due by September 27, 2015. Applications and questions (including requests for the complete Statement of Work) should be sent to myanmarjobs@peacecorps.gov. **Applicants who do not address the required qualifications will not be considered for an interview.**

Only qualified candidates will be contacted for interviews. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Candidates chosen for interview will also be required to pass language and skills evaluations.

The United States Peace Corps is a non-political, non-religious organization, which will bring American Volunteers to Myanmar. The Peace Corps is an agency of the United States Government and was founded by President John F. Kennedy in 1961. General information about Peace Corps can be found on www.peacecorps.gov.