



JOB ANNOUNCEMENT FOR SAFETY AND SECURITY MANAGER

LOCATION: Based in Pristina, Kosovo
CLASSIFICATION: Full-time, contracted position
CLOSING DATE: February 27, 2014
SALARY: € 14,810.00

This position has the primary responsibility for security related functions for US Peace Corps Volunteers working throughout Kosovo. Duties include site inspections, site selection, site visits, conducting and coordinating Safety and Security trainings, emergency planning, incident responses, monitoring and maintaining appropriate safety and security systems/procedures, and developing appropriate risk mitigation strategies. Under the direct supervision of the Country Director, this position is the contact point with headquarters' Safety and Security Office, the Regional Security Advisor, the US Embassy's security officials and local law enforcement agencies. The ability to speak and write in English, Albanian and Serbian is required.

The SSC must at a minimum possess the following skills and abilities to effectively carry out the duties of the position:

Required Qualifications:

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 communication skills;
- Demonstrated English proficiency, both written and oral;
- Demonstrated local language fluency (Albanian and Serbian);
- Ability to work with Microsoft Office Suite, and other basic computer knowledge;
- Ability to conduct training and give presentations, in both English and a local language;
- A university degree in law enforcement, criminology, or similar field is preferred; or a high school diploma (or local equivalent) with at least 10 years relevant experience in lieu of a university degree.

This position begins as an FSN equivalent Grade 7 with an annual salary of €14,810 + benefits.

Important! Applicants must clearly describe or demonstrate how they meet each of the mandatory qualifications. Qualified and interested candidates should send a description of their qualifications and CV by e-mail to kosovopc@peacecorps.gov. **The SUBJECT LINE of this email MUST state YOUR FULL NAME.** Hard copies of applications will not be accepted. Incomplete applications will not be accepted.

Closing date: applications must be received ***no later than midnight February 27, 2014 to be considered.*** No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.

The Peace Corps is an equal opportunity employer.