



## PEACE CORPS SIERRA LEONE

### POSITION ANNOUNCEMENT

**Position:** Safety and Security Manager

**Type of position:** Personal Service Contractor, Full Time

**Closing Date:** 1 September 2015

The Safety and Security Manager (SSM) supports security-related functions (i.e. site inspection and selection, Volunteer site visits, emergency planning, incident response, etc.) that are critical to Peace Corps Sierra Leone operations and Volunteer support. The SSM reports to the Country Director (CD).

The SSM has primary responsibility for managing appropriate safety and security systems and procedures in compliance with Peace Corps' and other policies, and develops risk mitigation and response strategies to implement the Peace Corps Sierra Leone security program.

Under the direct supervision of the CD, the SSM may also be the contact point with the Peace Corps headquarters, Embassy security officials, and local law enforcement agencies in carrying out the responsibilities designated below or as directed by the CD

Representative duties include:

- Supports and Verifies Safety and Security Policy Implementation: Provides administrative support and verification that adequate systems are functioning to support Volunteer/Trainee safety and security in accordance with Peace Corps policies.
- Coordinates Safety and Security Training: In collaboration with programming and training staff, participates in the design, development and delivery of safety and security related training sessions.
- Supports Homestays and Site Identification: In coordination with programming and training staff, establishes safety and security criteria for the selection of homestay families and participates in the development and delivery of homestay family orientation.
- Manages Incident Reporting and Response: Manages the security and non- medical follow-up for incidents and ensures that reportable incidents are communicated to the CD in accordance with policies and procedures; serves as the point person for completing incident reports.
- Advises on Safety and Security Policy and Program: makes recommendations on training and program policy and procedures as they relate to Volunteer/Trainee safety and security.
- Prepares for and Responds to Emergencies: Serves as the main technical advisor to the CD and senior staff during an emergency situation.
- Acts as Safety and Security Liaison: Develops and maintains contact with Peace Corps regional security advisors, Embassy security staff and local law enforcement to obtain information to

assess the security environment, and to foster relationships that can be leveraged during emergency situations or in response to crime incidents.

- Analyzes Crime Trends and Shares Information: Conducts annual crime trends analysis and develops and maintains a system for collecting, compiling, and disseminating pertinent safety and security information.
- Coordinates a Duty Officer Program: Coordinates post duty officer system and trains designated Duty Officers on their roles and responsibilities for responding to and reporting incidents.

### **QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED:**

- Education: A high school diploma or equivalent is required, college degree is preferred.
- Work Experience: The candidate must have a experience with safety and security programs of Peace Corps, similar NGO/development organizations or relevant professional security or law enforcement experience.
- Languages: Ability to read, write and speak English is required.
- Skills and abilities:
  - Able 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.
  - Conduct trainings and give presentations in both English and Krio.
  - Demonstrated ability to work in the Microsoft Office Suite, including Word, Excel and Outlook.
  - Able to multi-task and work in a fast-paced work environment. Comfortable working collaboratively with colleagues from multicultural backgrounds. Able to work independently with little supervision and make sound decisions.

**SUBMIT APPLICATIONS:** by email to: [sl01-pcjobs@peacecorps.gov](mailto:sl01-pcjobs@peacecorps.gov) or by hand to: Director of Management and Operations, Peace Corps/Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown, Sierra Leone.

All applications must include:

- A letter of interest and a complete curriculum vitae or resume
- Copies of all certificates related to the qualifications needed for this position. All experience, skills and qualifications will be verified.
- Contact information for 3 professional references
- A legalized photocopy of the ID card and/or proof of legal residence if req.

Applicants with high potential will be scheduled for an interview at the Peace Corps office in Freetown.

For complete details: [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

## ATTACHMENT I – STATEMENT OF WORK

### SAFETY AND SECURITY MANAGER

#### BASIC FUNCTION OF POSITION

The Safety and Security Manager (SSM) supports security-related functions (i.e. site inspection and selection, Volunteer site visits, emergency planning, incident response, etc.) that are critical to Peace Corps Sierra Leone operations and Volunteer support. The Office of Safety and Security provides technical oversight of security related matters and SSM professional development. The SSM reports to the Country Director (CD) who manages day to day workload.

The SSM has primary responsibility for managing appropriate safety and security systems and procedures in compliance with Manual Section (MS) 270, *Volunteer/Trainee Safety and Security* and other policies, and develops risk mitigation and response strategies to implement the PC Sierra Leone security program. The SSM is responsible for reporting non-compliance with MS 270 to the CD.

Under the direct supervision of the CD, the SSM may also be the contact point with the Peace Corps Safety and Security Officer (PCSSO), Regional Security Advisor (RSA), Embassy security officials, and local law enforcement agencies in carrying out the responsibilities designated below or as directed by the CD.

Technical review, evaluation and training will be conducted during PCSSO visits and through review of reports submitted and other materials produced.

#### MAJOR DUTIES AND RESPONSIBILITIES

Percentage	ROLES AND RESPONSIBILITIES
20%	<p><u>Supports and Verifies Safety and Security Policy Implementation:</u> Provides administrative support and verification that adequate systems are functioning to support V/T safety and security in accordance with MS 270. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Establishes and monitors post’s system to collect information for the Volunteer Information Database (VIDA), updates the information as needed and controls for accuracy.</li> <li>• Collaborates with programming staff to develop and monitor a system for site history data.</li> <li>• Participates in the annual completion of the safety and security section of the Administrative Management Control Survey (AMCS) and shares results with PCSSO.</li> <li>• Collaborates with programming staff to develop site selection criteria, protocols and a system to ensure that all Volunteer sites have been properly evaluated and documented.</li> <li>• Ensures that a system is in place to monitor Volunteer/Trainee (V/T) whereabouts.</li> <li>• Ensures that an emergency communication system is in place that allows V/Ts and staff to communicate in a timely and effective manner in cases of emergency.</li> <li>• In cooperation with other staff, regularly updates and monitors safety and security data in VIDA (i.e. emergency contact information, Emergency Action Plan (EAP) events, etc.)</li> <li>• Under direction from the CD, ensures critical PCSSO and/or RSO recommendations are adequately addressed within the timeframe/deadlines outlined.</li> </ul>
10%	<p><u>Coordinates Safety and Security Training:</u> In collaboration with the Director of Programming and Training or equivalent, participates in the design, development and delivery of safety and security related Pre -Service Training (PST) and In- Service Training (IST) sessions.</p> <ul style="list-style-type: none"> <li>• Collaborates with senior staff to ensure appropriate safety and security training is provided to post staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• Under the technical supervision of the PCSO, works with the Training Manager to ensure that all safety and security learning objectives are integrated into PST/IST and successful completion is documented.</li> <li>• Regularly provides staff safety and security briefings/orientations to ensure that they understand roles and responsibilities with respect to safety and security; conducts emergency preparedness training as appropriate.</li> <li>• Provides an overview of Peace Corps' approach to safety and security and relevant, Post -specific, security concerns/considerations during training-of trainer (TOT) events.</li> <li>• Trains a back-up to assist with safety and security responsibilities during a crisis or when the SSM is unavailable.</li> </ul>
10%	<p><u>Supports Homestays and Site Identification:</u> In coordination with programming and training staff, establishes safety and security criteria for the selection of homestay families. When appropriate, participates in the development and delivery of homestay family orientation.</p> <ul style="list-style-type: none"> <li>• Visits sites with safety and security concerns as needed to recommend for or against final approval (e.g. areas of high crime or risk of natural disaster), or to identify mitigation strategies.</li> <li>• Under the technical supervision of the PCSO, collaborates with the programming staff and Peace Corps Medical Officer (PCMO) to develop Volunteer site and housing criteria and verifies that Volunteer sites and housing have been inspected and approved prior to occupancy.</li> <li>• Ensures GPS coordinates are maintained in VIDA for Volunteer sites, consolidation points and other key locations in accordance with Agency procedures. Ensures that GPS data is kept up-to-date based on changes in Volunteer placement. Trains staff on the use of GPS equipment (if applicable) to ensure that any staff involved in site identification and Volunteer visits can capture GPS data.</li> <li>• Compiles documentation on disaster-prone areas and ensures that programming staff are aware of that information as part of the site identification process and the approval process of Volunteer housing.</li> <li>• Works with appropriate staff in mapping Volunteer sites and consolidation points</li> </ul>
15%	<p><u>Manages Incident Reporting and Response:</u></p> <p>FOR SEXUAL ASSAULTS - as part of the designated staff at post, manages the security and non- medical follow-up for V/T incidents of sexual assault, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Assuring that the V/T or other V/Ts are safe from imminent or serious threat and taking immediate action to remove victim or others if a serious or imminent threat exists.</li> <li>• Communicating with the Assigned Security Specialist for guidance when required and according to the notification protocol.</li> <li>• Protecting the confidentiality of information surrounding the sexual assault.</li> <li>• Coordinates with the Office of General Counsel on the hiring of an attorney to advise a V/T on the legal process (when necessary).</li> <li>• Conducts post-incident assessment to identify any ongoing threats or security concerns and mitigation strategies.</li> </ul>

	<ul style="list-style-type: none"> <li>• Participates in agency Coordinated Incident Response System (CIRS) calls when needed. Makes logistical arrangements for V/T (e.g. hotel or travel arrangements.)</li> <li>• Assists in developing a safety plan in collaboration with the Assigned Security Specialist and the Victim Advocate.</li> </ul> <p>FOR ALL INCIDENTS - 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 CIRS per the guidelines.</p> <p>Under the technical supervision of the PCSSO, collaborates with the CD and PCMO to develop reporting, response and follow up procedures for V/T incidents; supports delivery of appropriate support services to victims in a timely manner such as:</p> <ul style="list-style-type: none"> <li>• Providing immediate, direct, and follow up support to a V/T in the event of an incident or security situation, as directed by the CD;</li> <li>• Referring V/T to necessary medical and emotional support;</li> <li>• Assisting V/T to file a police complaint and attending investigative meetings, court hearings or trials;</li> <li>• Reevaluating the V/T's site and/or home;</li> <li>• Providing additional personal safety training or support; and disseminating relevant information.</li> </ul>
10%	<p><u>Advises on Safety and Security Policy and Program:</u></p> <ul style="list-style-type: none"> <li>• Under the technical supervision of the PCSSO, makes recommendations to the CD for changes in training and program policy and procedures as they relate to V/T safety and security based on changes to the security environment at post.</li> <li>• Under the direction of the PCSSO, participates in the Legal Environment Survey and subsequent revisions to accurately advise the CD and V/Ts when crime incidents occur.</li> <li>• In collaboration with the CD, assists in developing a plan for implementing PCSSO visit recommendations. This plan will be reviewed by the PCSSO and coordinated with the RSA. Provides regular updates on implementation progress and/or challenges to the CD and the PCSSO.</li> <li>• In collaboration with the CD and under the technical supervision of the PCSSO, prioritizes and executes improvements to post's safety and security systems.</li> </ul>
10%	<p><u>Prepares for and Responds to Emergencies:</u></p> <ul style="list-style-type: none"> <li>• Serves as the main technical advisor to the CD and senior staff during an emergency situation.</li> <li>• Coordinates the testing of the EAP with V/Ts and staff at least once per year in accordance with the Agency's EAP testing guidelines. In collaboration with other staff, prepares a written report of the results of the EAP test and submits it to the PCSSO for review before distribution to other relevant parties.</li> <li>• Under the direction of the CD and the technical supervision of the PCSSO, coordinates an annual risk assessment and review of the EAP. Ensures that revisions to the EAP are made as needed.</li> <li>• In coordination with the CD/DMO/RSO/PCSSO, ensures that office emergency drills</li> </ul>

	<p>are conducted according to applicable guidelines.</p> <ul style="list-style-type: none"> <li>• Under the technical supervision of the PCSSO, develops criteria for the selection of consolidation points and/or regional transit houses and ensures that the sites chosen comply with the criteria. Reviews EAP consolidation point information for accuracy.</li> <li>• Tests security equipment such as satellite phones, radios and other emergency devices periodically. Routinely trains users on the operation of all emergency equipment.</li> </ul>
10%	<p><u>Acts as Safety and Security Liaison:</u></p> <ul style="list-style-type: none"> <li>• Establishes and maintains open communication with both the PCSSO and the RSA, informing them of both problems and progress in the country, such as major incidents, changes in crime data and other information on new policies or programs affecting safety and security.</li> <li>• Develops and maintains contact with Embassy security staff and local law enforcement to obtain crime updates and information to assess the security environment of Post, and to foster relationships that can be leveraged during emergency situations or in response to crime incidents.</li> <li>• Serves as Post's primary safety and security contact/intermediary with other non-governmental organizations, volunteer organizations and other development agencies.</li> </ul>
5%	<p><u>Analyzes Crime Trends and Shares Information:</u></p> <ul style="list-style-type: none"> <li>• Conducts annual crime trends analysis; shares results with staff and V/Ts as appropriate; and coordinates modifications of Post's safety and security program based on findings. Submits annual trends analysis to the PCSSO and the RSA.</li> <li>• Develops and maintains a legible and orderly system for collecting, compiling, and disseminating pertinent safety and security information to be made accessible to appropriate staff and V/Ts as required, including, but not limited to. travel warnings and policies; safety and security information for visiting Volunteers; notices to staff and Volunteers about security concerns; alerts to other staff about site -specific security concerns</li> <li>• Develops 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 V/Ts.</li> </ul>
5%	<p><u>Coordinates a Duty Officer Program:</u></p> <p>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 incidents.</p>
5%	<p><u>Other Duties as Assigned:</u> May perform other safety and security duties as assigned by the Country Director following consultation with and concurrence of the PCSSO or the Office of Safety and Security.</p>

**TDY:** The Contractor is subject to worldwide availability and may be requested by the Peace Corps to be reassigned or transferred permanently to another Peace Corps Post/Headquarters or perform temporary duties (TDY) as required and to travel to other assignments within Peace Corps' as assigned. Any such reassignment or transfer shall be subject to agreement of the Contractor. The Statement of Work as defined will remain the same; however the duties may be subject to change as determined by the Contracting Officer.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.  
"Duties may be subject to change as determined by the Contracting Officer."*

## **QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED:**

Qualifications, skills and attributes required to perform the duties of the post include:

- **Education:** A high school diploma or equivalent is required, college degree is preferred.
- **Work Experience:** The candidate must have a experience with safety and security programs of Peace Corps, similar NGO/development organizations or relevant professional security or law enforcement experience.
- **Languages:** Ability to read, write and speak English is required.
- **Skills and abilities:**
  - Able 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.
  - Conduct trainings and give presentations in both English and Krio.
  - Demonstrated ability to work in the Microsoft Office Suite, including Word, Excel and Outlook.