



## UNITED STATES PEACE CORPS JOB ANNOUNCEMENT

### Safety and Security Assistant

**Location:** Lusaka

**Salary Range:** Based on the Local Compensation Plan – FSN 7 equivalent

#### Basic Function:

The Safety and Security Assistant (SSA) will provide critical assistance to the Peace Corps Safety and Security Coordinator (SSC) and direct administrative, logistical, training, and field support for Volunteers and Trainees in all areas related to safety and security. The SSA is considered to be the primary security assistant to the Peace Corps SSC and ensures compliance of all safety and security policies and procedures required by Peace Corps. Other duties will include but not limited to:

- Provides administrative support for MS 270 verification. Collaborate with SSC to ensure that adequate systems are functioning to support Volunteer safety and security.
- Receives information and update the Volunteer Information Database Application (VIDA) this is a key task that must be undertaken a variety of times on a daily basis.
- Assist with communication/liaise with local law enforcement to ascertain progress regarding reported criminal cases by Peace Corps Volunteers (PCV)'s to local Law Enforcement authorities and update the case management section in Crime Integrated Reporting System(CIRS)
- Assists the Safety and Security Coordinator (SSC) with the review of training sessions; and in absence of the SSC delivers training sessions at Pre Service Training(PST, In Service Training(IST), Close Of Service (COS) conferences /or other training/meetings that fall within the SSC's responsibility.
- Assists the SSC when working with the Peace Corps Medical Officer (PCMO) and Program Managers (PMs) to develop and maintain Volunteer site and housing selection criteria and procedures
- Works closely with the SSC and CD in developing reports and follow-up procedures for typical incidents involving Volunteers (housing inspection, police follow-up, property damage, etc.).
- Under the direction of the SSC and CD, assist with the coordination of the annual Emergency Action Plan (EAP) training of post staff and volunteers, testing of the EAP at least once per year.

#### Required Qualifications:

- Minimum of a Diploma in Policing, Safety and Security or related fields including formal security training from the military, police or other security organizations is required
- Must has a good working knowledge of the English language (spoken and written) including a commonly spoken local language
- Five years work experience in policing/safety and security environment including experience in administrative duties.
- Strong understanding and knowledge of local law and criminal justice system including knowledge of basic criminal investigative principles and risk assessment is required.
- Ability to develop and maintain effective working relationships with other organizations, including local law enforcement agencies is required
- Strong Computer literacy ; working with Microsoft Office Suite and other basic computer knowledge including Creation, typing /maintaining of Word documents , Power Point, Excel spreadsheets and inputs into databases is required
- Must have a valid driver's license.

To apply, submit an application letter that clearly addresses the Required Qualifications, CV and list three references. Applications must arrive at the Peace Corps Office on or before the closing date of **February XX, 2014**. **Only short-listed candidates will be notified and no telephone inquiries will be entertained.**

**Address applications to:**  
**The Human Resources Specialist, Peace Corps Zambia**  
**Plot 71A Kabulonga Rd.**  
**P.O. Box 50707, Lusaka, Zambia**

Email: [zm01-jobs@zm.peacecorps.gov](mailto:zm01-jobs@zm.peacecorps.gov) clearly stating position applied for in subject line

Copies of complete position descriptions listing all duties and responsibilities are available on request