



Position Description

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| Country Office: | CARE Philippines |
| Position Title: | Safety and Security Manager |
| Type: | |
| Opening date: | March 2021 |
| Grade assigned: | D |
| Duration: | Full time |
| Incumbent's name (if applicable): | |

Job Summary (provide a background and short summary of the position)

CARE is a leading global humanitarian agency delivering emergency relief and long-term development projects. Founded in 1945, CARE is nonsectarian, impartial, and non-governmental. In 2018, CARE worked in 95 countries reaching over 56 million people and 284 million people indirectly. CARE works in the Philippines since 1949 and is known for its programs on emergency preparedness and response, livelihood recovery, disaster risk reduction, climate change adaptation, innovations, gender-based violence and health.

The Safety and Security Manager will support CARE Philippines offices, and its humanitarian and development programs in various locations across the Philippines by ensuring that relevant and achievable safety and security protocols are established and maintained in order to best provide for staff safety and program continuity. This position will be based in Quezon City, NCR.

RESPONSIBILITIES AND TASKS

R1. Planning and Preparation:

- Actively monitor the safety and security environment within CARE Philippines current operational areas and when required conduct risk assessments.
- Stay up-to-date to the safety and security protocols provided by the national government and the local government- including Quezon City, Pasig City, Clark Freeport zone under the jurisdiction of Angeles City, Pampanga and Clark Development Corporation, and other CARE Philippines locations and provide sound judgement to CARE Philippines senior management team
- Stay-up-to date to the safety and security protocol mandated by the building administrators where CARE Philippines are located.
- Maintain a current database of security incidents as well as establish an information mechanism to access information and feedback from CARE operational areas on security risks and issues.
- Conduct regular route assessments and join program teams in the field in order to ensure up to date access of information is maintained to support current programs.
- Routinely review the readiness of teams deploying to field locations to ensure that minimum safety standards are met with respect to vehicle and personal equipment safety is concerned. Conduct vehicle and operations safety spot-checks.
- Routinely review and when required update the current standard operating procedures (SOPs) based on changes in the operating environment or CARE's programming.

- For any new CARE programs, support the initial program development through risk assessments and access assessments of new locations.
- Working with program/field staff, prepare security situation report and develop itinerary for donor/external visits.
- Liaison and maintain relationships with external security intelligence and service providers or other agency security focal points, (UNDSS, OCD etc.) and other security counterparts of donors and visitors.

R2. Procedures and Protocols:

- Routinely review and when required update the current standard operating procedures (SOPs) based on changes in the operating environment or CARE's programming. These protocols will cover all aspects of CARE's operation ranging from offices to remote field locations.
- Coordinate with CARE Country Office Director, and Shared Service Center Director, should a calamity strike, possible office disruption or any similar situation in any or all CARE Philippines locations.
- As needed, coordinate and cascade to the employees announcements related to calamity or work disruption located across Metro Manila and other provinces, this includes but not limited to Quezon City, Pasig City, and Clark Freeport Zone, Pampanga
- With support from the Regional Security Manager-Asia, Emergency Coordinator, and CARE Philippines Senior Management Team develop Safety and Security Management Plan (SSMP).
- Through routine interactions with field teams ensure current protocols and procedures are being adhered to and complied with, particularly field movement protocols.
- Conduct Visitor and New staff briefings in line with the Country Office's visitor protocol. With program support director or HR officer, ensure staff assigned for back up orientation and field based security focal points are trained and provided with current materials for security briefings and staff/visitor orientations.

R3. Reporting:

- Provide routine, bi-weekly reports to the CARE Philippines Senior Management Team and Regional Security Manager-Asia which covers the primary safety and security concerns for CARE staff at field level and current mitigation measures being adopted.
- Provide to CARE Philippines Senior Management Team and Regional Security Manager-Asia an incident report(s) when required.

R4. Training:

- Conduct field and office level trainings for staff focused on current SOPs as well as safely moving and operating within remote locations. Areas of focus will be basic driver and first aid trainings as well as basic skills required for moving in and remaining overnight in field locations.
- Conduct annual crisis and incident management trainings with field based teams in order to ensure crisis management readiness.
- Establish up to date information and guidance documentation library on key safety issues with electronic access to all staff.

R5. Crisis and Incident Management and Advisories:

- Support the field based Coordinators and Managers in the event of an incident and serve as the Security focal point on any Field Crisis Management Team (F-CMT)

- Access database: Utilizing CARE and external resources and information, maintain a daily road access database which is relevant to CARE programs and operations. Ensure this information is disseminated in a timely manner to Field teams.
- Safety and Security incident database: Utilizing CARE and external resources and information, maintain a daily safety and security incident database which is relevant to CARE programs and operations. Ensure this information is disseminated in a timely manner to Field teams and is consolidated into a weekly summary for use by senior management and Field teams.
- Staff Advisories: Develop and disseminate email or SMS access or safety and security advisories to relevant CARE Philippines staff.

R6. Administrative and Operational support:

- Protocol and Contact list management: Maintain up to date records of current tracking and incident response protocols as well as relevant staff contact (phone/sat-phone/email/ICE) lists to support key tasks of the Operations Room and critical incident management.
- Maintain and disseminate to relevant CARE staff emergency contact list
- Maintain and update maps by region, province, city/municipality and/or barangay of CARE program, partner, and staff locations.
- Maintain electronic library of safety and security training materials, information and guidance on key security topics.

R7. Upholding CARE's Core values and ensuring its principles.

- Comply and exercise organizational values and culture.
- Help to promote rights and good governance.
- Responsible for gender responsive behavior in all actions and decisions.

QUALIFICATIONS AND REQUIREMENTS

Qualifications:

Bachelor's degree, preferable if Master's degree holder in management or any other relevant subject with a suitable university degree. 3-5 years of safety and security management with INGOs, UN or other relief and development organizations. Candidates with the similar level of experience within the private sector and or police and military will also be considered.

Knowledge and Skills:

- Ability to conduct ongoing risk assessments relevant for CARE staff and programs and develop achievable risk mitigation protocols and strategies.
- The Safety and Security Manager will need to be able to also conduct safety and security trainings for field based staff and liaise with local communities and security forces in order to enhance staff safety.
- This position will need to have a high-level of awareness of the access and logistical challenges faced by teams in remote areas of Philippines and adapt protocols to best suit the environment.
- Adequate knowledge on Safeguarding Policies (Child Safeguarding and Protection from Sexual Harassment, Exploitation and Abuse) and other related policies.
- Knowledge about international humanitarian and international human rights laws and principles, and demonstrated ability to apply these in varied work contexts.

- Basic Occupational Safety and Health (BOSH) trained with experience in designing and implementing DOLE required programs on Safety and Health standard is highly preferred.

Competencies:

- Accountability – seek and considers participation and feedback
- Commitment for continuous learning
- Communicating with impact and good writing skills
- Developing teams - using appropriate methods and flexible interpersonal style to help achieve a cohesive team, facilitating the completion of team goals; work independently as well as in a team setting.
- Facilitating Change - Encouraging others to seek and act upon opportunities for different and innovative approaches to addressing problems and opportunities; critically analyzing evolving and fluid situations; facilitating the implementation and acceptance of change within the workplace; actively engaging with resistance to change.
- Planning and Organization - Establishing a course of action for self and others to ensure that work is completed efficiently and effectively in accordance with CARE's core values.
- Pro-active problem solving

Financial Accountability

- Dollar amount of budget managed: TBD per activity plan
- Dollar amount of signing authority for this position: none
- The job holder will plan, manage, and monitor expenditures based on approved budget for specific Safety and Security activities.

Contacts/Key Relationships

Reporting to: Emergency Coordinator, Jerome L. Lanit.

Internal: CARE Philippines Project Managers, Information Officer, Gender Specialist, Emergency Coordinator, CARE SSC Director and other staff for coordination of work

External:

CARE International Safety and Security network: Coordination of work

Local partners: Coordination work

Peer Organizations and the UN system: Coordination of work

Private sector service providers: Coordination work

Relevant LGUs and NGAs: Coordination work

Living Conditions

- Based out of Quezon city office, and provide support to various locations across the Philippines, including SSC offices in Pasig City and Clark Freeport Zone, Pampanga, and Program Offices in Mindanao, Visayas and Luzon.
- Expected percentage of time traveling: up to 50% in various areas of the Philippines. Some travel outside of the Philippines will be required.
- Special Conditions: none

How to apply:

Send latest CV and letter of intent to careers.phl@care.org. Only shortlisted applicants will be contacted.

"CARE is a diversity-promoting organization that draws strength in, and builds opportunities for, a well-represented work force. Women are highly encouraged to apply, as well as talents of diverse SOGIE and those from the PWD sectors. CARE is also committed to the empowerment and protection of vulnerable and marginalized people and communities. We have zero tolerance for any form of harassment and abuses, and we aim to prevent any type of unwanted/unwelcomed behavior at the workplace and in our project areas. Employees and related personnel are expected to share this commitment."