

## CRS JOB DESCRIPTION

**Job Title:** Safety and Security Advisor

**Department:** Operations

**Band:** 8

**Reports To:** Head of Operations

**Country/Location:** Egypt/Cairo

### About CRS Egypt

The CRS Egypt country program began in 1956 at the invitation of the Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs. CRS Egypt works in a wide variety of areas within the development field.

Currently, CRS Egypt has three main programs: education assistance program and livelihoods program for refugee support, and local partnership. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting peace and tolerance, educational grants for refugees and assistance to refugee community schools, and technical support and start-up funds for refugee and vulnerable Egyptian entrepreneurs. Additional programming includes Emergency Preparedness and Response projects that arise as needed. The Operations department, supported by a regional Management Quality unit, ensures the country program develops and maintains the highest level of operational standards.

CRS Egypt currently holds a main office in Maadi, Cairo, with activities in Greater Cairo, Upper Egypt and the North Coast.

### Job Summary:

The Safety and Security Advisor (SSA) will design, support and monitor the application of agency safety and security risk management arrangements to support CRS staff, partners, activities, facilities and assets as well as the continuity of CRS programs. Working closely with the Country Representative (CR), Head of Operations (HoOPs), and Regional Safety and Security Advisor (RSSA), the SSA's primary role will be to ensure a safe working environment through the design and application of safe working processes, and to provide ongoing staff training.

### Roles and Key Responsibilities:

#### Safety and Security Risk Management

- Design and implement work-place safety processes to reduce the likelihood of work-place interpersonal conflict – particularly related to public facing activities and those involving asylum seekers / refugees.
- Design, implement and regularly test 'immediate-action' drills for staff to take in emergency situations, such as fires or security incidents.
- Manage staff safety procedures, such as personnel and vehicle tracking.
- Write and/or update the Field Security Plan, coordinating with Senior Amin and Security Officer, and other mandated documents, in alignment with CRS Global Safety and Security Unit (GSSU) requirements.
- Ensure safety rules are followed, such as road safety requirements.

- In coordination with the CR, HoOPs, and RSSA, implement the recommendations from the RSSA safety and security assessment visit and report. Close out these recommendations in a planned manner against an agreed timeline.
- Ensure that all incidents are reported using the on-line reporting system.
- Close out 'lessons learned' corrective actions after incidents.
- Be a core member of the Field Incident Management Team.
- Develop and cultivate sources and networks relevant to the needs of CRS across Egypt to support both day-to-day security management activities and to manage in times of crisis.
- Make recommendations for the use of subcontracted security service providers in coordination with country leadership, guiding and defining scopes of work, and monitoring the effectiveness of their performance.
- Oversee contracted security guards to ensure they meet contractual requirements and support CRS staff in implementation of office safety practices.
- Test / check on the maintenance of safety appliances and mechanisms, such as fire extinguishers and escapes.
- Conduct checks of safety and security equipment inventory.
- In close coordination with Admin/HR Department, and external partner for safety and security, facilitate Safety Technician visits and monitor timely implementation of any corrective actions required, to ensure a safe workplace.
- In coordination with Senior Admin and Security Officer, provide induction and operational security briefings and orientation to all new and visiting staff.

#### Organizational & Systems Development and Staff Capacity Strengthening

- Manage trained group of staff to provide regular training to staff and partners in relation to work-place safety and security, including training on interpersonal conflict de-escalation with asylum seekers and refugees.
- Liaise with other members of the CRS global security community for additional sources of technical or training assistance, best practices, and learning.
- Constantly assess work-place safety processes to enable their suitability and effectiveness.

Any other duties as may be assigned by the CR/Head of Operations/HR Manager and/or Regional Safety Advisor relevant to the achievement of program objectives.

#### **Basic Qualifications:**

##### **Education and Experience**

- University degree in International Development, International Relations, Social Work, Public Health, Psychology or related field required. Additional experience may substitute for some education.
- Minimum of 2 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an international NGO.

##### **Preferred Qualifications**

- Professional certifications and/or experience in safeguarding, social work, child psychology, human rights, protection, psychology, sociology, or counseling services highly desirable
- Demonstrated understanding of humanitarian standards and management best practices.
- Demonstrated experience as a trainer – preferably with training / teaching qualifications.
- Willingness to work in a high-stress environment

- First-aid / medic qualifications a plus.
- Experience engaging with partner organizations

#### **Technical/Professional**

- Demonstrated knowledge of best practices in security and staff safety
- Ability to train and convey information to non-security personnel
- Excellent interpersonal and negotiating skills
- Excellent writing skills and strong communicator
- Proficiency in MS Office
- Excellent organization and planning skills. Detail-oriented and ability to work on multiple tasks simultaneously
- Strong initiative and self-motivated, with a commitment to humanitarian principles
- Able to work without close supervision

#### ***Knowledge, Skills and Abilities***

- Strong problem-solving skills, with capacity to implement corrective actions.
- Excellent influencing skills – and ability to ensure that staff comply with safety and security requirements but without having supervisory management responsibility for them.
- Strong relations management abilities. Ability to relate to people at all levels internally and externally.
- Strong communications and presentation skills; able to develop tailored and persuasive messaging for varied audiences.
- Exhibits high ethical standards, with integrity and the highest respect for confidentiality.
- Strong emotional intelligence with the ability to manage highly sensitive situations and topics tactfully
- Strong critical thinking and creative problem-solving skills with ability to make sound judgment
- Strong written and verbal communication skills with ability to write reports in English and Arabic

***Required Languages*** – Fluency both in English and Arabic

***Travel*** – Frequent travel to sites within Greater Cairo. 20% travel to Upper Egypt, North Coast and international trainings, as applicable

#### **Safeguarding Policy:**

CRS is committed to safeguarding program participants from exploitation and abuse. The successful candidate is expected to sign and adhere to the CRS Safeguarding Policy and Code of Conduct.

#### **Vaccination Requirement**

CRS is committed to the health and safety of all program participants and staff. Staff must be vaccinated against COVID-19 as of December 1, 2021 or registered in the national registry and awaiting their first appointment. Confirmation of vaccination status will be required to undertake work with CRS as of December 1, 2021.

#### **Key Working Relationships:**

**Supervisory Responsibilities:** None

**Internal:** Country Representative, Head of Operations, Head of Programs, HR Manager, Operations Manager, Program Managers and other project and support staff. Regional Safety and Security Advisor,

and the global security team. HQ departments such as GKIM, HR, GSCM, Internal Audit, Ethics Unit, GRC, OGC, RMSS and HRD.

**External:** Partner organizations and staff, donors, project participants, contracted security service providers, security staff of other NGOs and UN Agencies operating in Egypt.

#### **Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Integrity
- Builds Relationships
- Continuous Improvement & Innovation
- Develops Talent
- Strategic Mindset
- Accountability & Stewardship

*Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.*

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

**CRS is an Equal Opportunity Employer**