



Job Title: Safety and Security Officer
Location: Zahle - Lebanon
Start Date: April 2017
Full Time: Yes
Duration: 9 months
Salary Band: 8B

BACKGROUND

Founded in 1933, the International Rescue Committee is a prominent international organization working in relief, rehabilitation, protection, post-conflict development, resettlement services and advocacy for those uprooted or affected by violent conflict and oppression.

Working in coordination with the humanitarian community, IRC currently addresses the needs of war-affected Syrians from several operational bases in the region. Our activities focus primarily on the supply of vital medications and medical equipment, non-food items, water and sanitation and women and children's protection, and form part of an over-arching humanitarian response in Jordan, Lebanon, Turkey, Iraq and the region that seeks to assist refugees, IDPs and war-affected Syrians survive conflict and displacement.

Location: Zahle- Bekaa
Travel Requirements: Bekaa / Beirut zone
Project/Dept: SSR /Safety and Security

REPORTING RELATIONSHIPS AND COORDINATION:

Reports to: Field Coordinator
Dotted-Line to: Safety Security Senior Manager.
**Technical Oversight/
Support by:** Safety Security Senior Manager.

**Technical Oversight/
Support to:** N/A

Coordinates With

Internal: IRC Staff based in Bekaa and S&S Beirut Team
External: All stakeholders related to Security and Safety in Bekaa, following instructions SSSM and confirmation of FC .

SCOPE OF WORK

The Bekaa Safety and security Officer Responsibility is to monitor the overall security situation in Bekaa, enforce security regulations and provide sound and timely advice to IRC Bekaa staff and management in order to support the safe and efficient delivery of program activities in Bekaa area of operations.



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RESPONSIBILITIES

Safety and Security Management Planning

- Provide technical support to the SSSM on all policies, procedures, guidelines and planning for staff safety, operational security and program continuity;
- Assist field coordinator and SSSM to deal with security incidents in Bekaa.
- Work with SSSM to develop, consolidate and implement operating procedures and contingency plans;
- Evaluate, review and update the hibernation and evacuation plans for all IRC offices and residences in Bekaa, and ensure that the practical preparations are in place and known to all staff involved;
- Conduct risk assessments of contracted and prospective offices and residences.
- Undertake continual assessments of equipment to ensure that minimal conditions for security are being met.

Building Acceptance to empower and expand humanitarian programming

- Uphold the mission, values, and spirit of IRC.
- Follow and enforce all IRC codes of conduct and policies (worldwide and in-country).
- Report any violations to appropriate IRC authority, and participate in preventative initiatives.
- Actively seek opportunities that will complement ability to fulfill position's responsibilities as well as further professional development, such as taking part in internal and external trainings.
- Perform other duties as requested by supervisor.

Monitoring, Analysis and Supervision

- Identify, establish and manage context appropriate approach to assure IRC facilities are secure – i.e. third party security companies.
- Compile and submit monthly security reporting that track incidents and trends within Bekaa. Submit daily contextual updates (daily Security Report) as needed to the SSSM.
- Work closely with IRC teams to ensure all incidents and accidents are followed up with an official written report, which is then shared with relevant stakeholders and filed appropriately.
- Coordinate regularly with the SSSM on safety and security, and fulfill reporting requirements to the region.

Security Orientation

- Provide Training(s) may include Standard Operational Procedures (SOPs); Contingency Plans (CPs); Security Management; Incident Reporting; Prevention and Response Mechanisms; Communications (Equipment - Thuraya; protocols).



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REQUIREMENTS

Education degree: Bachelor Degree

Field of education: • Tertiary education (Bachelor minimum) in communication, politics, risk or other related field

- 1 – 3 years of Experience working with NGOs, other international agencies or multinational business
- Proven ability to prioritize tasks and meet deadlines
- Stable, moral and robust character and a good team-player
- Excellent communication skills, calm and a good sense of humor
- Proven commitment to accountability practices
- Strong information technology skills
- Fluent in written and spoken English and Arabic Preferable
- Management and/or supervisory experience
- Training or experience in crisis management
- Training in safety, fire and evacuation procedures
- Training in safety and disaster management
- Experience negotiating access for humanitarian or other agencies

LANGUAGES

Arabic: Fluent English - Fluent French: is a plus

OTHER

The position will be based in Zahle- Lebanon with travel across the country.

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC et les employés de IRC doivent adhérer aux valeurs et principes contenus dans le IRC WAY (normes de conduite professionnelle). Ce sont l'Intégrité, le Service, et la Responsabilité. En conformité avec ces valeurs, IRC opère et fait respecter les politiques sur la protection des bénéficiaires contre l'exploitation et les abus, la protection de l'enfant, le harcèlement sur les lieux de travail, l'intégrité financière, et les représailles.