



## Security and Safety Manager - Vacancy

**Candidates shall ensure they can travel to and stay at the duty station without any restriction.**

**Position:** Security and Safety Manager

**Reports to:** General Director

**Functionally coordinates with:** Head of International Department and HoM

**Location:** North East Syria

**Closing date:** 10<sup>th</sup> March 2019

**Starting date:** April 2019

**Duration:** 12 months with 3 months probation

**Salary:** TBD upon candidate experience

### Context

Un Ponte Per... (UPP) is an NGO founded in 1991. It started its activities as “Un ponte per Baghdad”, aftermath of the war in Iraq, with the aim of promoting solidarity in favor of the Iraqi population. Later on, UPP extended its operations other Middle Eastern and Mediterranean countries and Balkans. UPP mission focuses on preventing new conflicts, protecting human rights and supporting civil society, through a wide range of interventions such as awareness raising, advocacy campaigns, solidarity vans and delegations, humanitarian aid and development projects as well as peacebuilding. UPP is concretely based in Iraq since 1991 where it is regularly registered. Since 2012 UPP implements several programs to assist Syrian refugees and Iraqi IDPs. In 2016 UPP started a programme of humanitarian operations in the North East of Syria.

Learn more at: [www.unponteper.it](http://www.unponteper.it)

### Role and Responsibilities

The Security and Safety Manager is responsible for the oversight of the organizational strategy and settings as well as their daily implementation to ensure staff safety and security throughout NES as it follows:

- Concrete and detailed assessment of UPP in NES against risks and threats to safety and security;
- Constant and prompt updating of evacuation and security plans by duty station and circulation of updated versions through the reporting and the functional coordination structure for consolidation as well as accurate dissemination at country level of consolidated plans;
- Creating and updating safety and security SOPs, circulation across the reporting and functional coordination structure and dissemination at country level of consolidated version;
- Training of local security focal points;
- Training of all staff on consolidated safety and security awareness and procedures;
- Operational Coordination of SFPs;

---

**Un ponte per... | UPP - Humanitarian Organization – NGO**

**Headquarter:** Via Angelo Poliziano 18-20-22, 00184 Rome – Italy

ph. +39 06 44 70 2906 - e-mail: [info@unponteper.it](mailto:info@unponteper.it) - web site: [www.unponteper.it](http://www.unponteper.it)

NGO: AICS Decree n° 2016/337/000281/5 – VAT n°: IT 04734481007

Bank current account: IT52 R050 1803 2000 0000 0100 790 - SWIFT: CCRTIT2T84A - Account name: Un Ponte Per



- Propose to Head of Programs and HoM from time to time the most adequate adaptations on HR and Internal Communication structure to guarantee security and safety;
- Monitoring all sensitive movements and critical conditions at UPP in NES and security clearance;
- Set up and Head together with the dedicated SFPs a reliable and concrete monitoring system on security and safety (movements, equipment, operations, etc.)
- Prompt early warnings and circulate to relevant staff against upraising of critical conditions and organization of proper response;
- Receives security incidents report and supports in investigation;
- Crisis management in coordination with Crisis Management Team;
- Hold regular rotation meetings on safety and security by UPP in NES, with partners, UN, Risk Management Team at HQ and other relevant networks in the field.

**Essential Requirements:**

- Sound knowledge of safety and security standards;
- Demonstrable experience and exposure to NGO Security including assisting international organizations in developing a strategy and operational plans to ensure staff safety and security;
- Demonstrable knowledge of Middle East countries;
- High stress management skills;
- Fair training skills and ability to develop and deliver training curriculums;
- Experience in hostile and stressful environments;
- Excellent leadership skills;
- Excellent oral and written English. Knowledge of Arabic is a strong asset.

UPP strives for global disarmament and therefore we privilege candidates with a non-military and non-security-contractors background.

**How to apply:** Interested candidates are invited to submit a detailed CV, a brief cover letter to address the requirements above and contact information of three professional references to: [vacancy@unponteper.it](mailto:vacancy@unponteper.it) . Please reference; "Safety and Security Manager" in the subject line of your email application. Only shortlisted candidates will be contacted.