

## JOB DESCRIPTION

**Job Title:** Regional Security Risk Manager – Southern Africa  
**Grade:** 9 (N)  
**Level:** Level 2 Manager  
**Division:** Staff Security  
**Department:** Administration  
**Location:** Pretoria, South Africa

### **Primary Purpose**

This position is primarily responsible for supporting, implementing and ensuring the systematic application of safety and security risk management policies and procedures for all CWS Africa operational areas in the Southern African region. The Regional Security Risk Manager will compile and draft Weekly Regional Security Updates, conduct international staff residential surveys, analyze and complete security assessments of ongoing activities in the Southern African region, as well as ensure proper documentation and filling of security electronic and physical files. This position will act as the primary safety and security focal point in daily operations in the region. This position will liaise closely with the Staff Security Coordinator in Nairobi, Kenya.

### **Supervision**

This position reports directly to the Pretoria sub-office Program Manager with indirect oversight from the Staff Security Coordinator based in Nairobi, Kenya.

### **Essential Duties**

#### ***Management***

1. Develop and periodically review security plans and standard operating procedures in areas of operation.
2. Maintain up-to-date information of staff movement in multiple locations.
3. Request security guards' deployment, oversee performance of the contracted security guards in the Pretoria sub-office and conduct regular security briefings.
4. Organize, train, and coordinate Floor Wardens in line with CWS Safety and Security Manual.
5. Periodically conduct drills to assess level of response including testing of the panic button.
6. Collect, update and communicates information regarding the security situation in areas of operation using existing CWS security manual guidelines.
7. Coordinate and liaise with the Administration Supervisor on servicing of fire extinguishers and first aid boxes to ensure that offices are OSHA compliant.
8. In-house periodic motor vehicle inspections to ascertain validity of Insurance and Inspections.
9. Conduct international staff residential security site assessments as requested, and advises staff on the findings.
10. Conduct evacuation & lockdown drills using CWS security manual guidelines and after action review.
11. Attend regional security meetings in areas of operation/OSHA meetings, prepares and follows-up on action plans arising from such meetings that pertain to staff security, including taking minutes of the proceedings.
12. Periodically review Pretoria sub-office security risk rating and update the Staff Security Coordinator and Program Manager on findings and recommendations.
13. Ensure proper documentation and filling of security electronic and physical files.
14. Conduct national staff background checks with the relevant authorities as well as academic institutions, as required.
15. Conduct security site assessments of work and accommodation sites using CWS site assessment checklist.
16. Conducts periodic field audits of security conditions and implementation of security procedures and field worksites' assessments and surveys for new sites.
17. Provide security expertise to CWS and support management in crisis security situations in the area(s)

of operation.

18. Serves as a focal point for communications on security matters with CWS / RSC Africa staff when deployed to field locations in Southern Africa.
19. Analyzes, processes and follows up on all security-related Incident Reports from the staff.
20. Develops and reviews plans for emergency relocation and evacuation.
21. Develops and maintains good working relationships with the host country Government, Local and Regional law enforcement agencies, UN Agencies, Diplomatic missions, NGOs, ACT Partners and US Embassy Regional security office.

### **Monitoring and reporting**

22. Monitors and reports on security conditions in countries where CWS/ RSC operates, assesses threats to CWS staff and partners, and provides staff advice to manage risk.
23. Compile and issue Weekly Regional Security Updates including the dissemination of INSO Monthly Reports to the Staff Security Coordinator in Nairobi and the Program Manager in Pretoria.
24. Continuously monitors surveillance cameras, ensure they are operational and in compliance with donor requirements, working closely with the IT team to ensure surveillance systems are up and running.

### **Security Briefings**

25. Schedule and conduct pre-departure security briefings to all CWS traveling staff.
26. Provide security orientation/briefing to all new staff and visitors in the Pretoria sub-office within 24 hours of their arrival.

### **Trainings**

27. Provide security and refresher trainings to all floor wardens using existing CWS Security manual.
28. Train all new staff on safety and security procedures and provide periodic refresher training to regular staff.

### **Other functions**

29. Other duties that may be assigned to enhance the quality and efficiency of RSC Africa and CWS security procedures and general operations.

### **Education:**

Bachelor's Degree in a security, humanitarian or development or discipline related field, or eight (8) years of paid work experience in the same field in lieu of a Bachelor's degree is required

### **Experience:**

- Eight (8) years of paid work experience is required.
- Experience in conducting security risk assessments required.
- Experience in compiling and drafting security reports including incident reporting is required.
- Experience in coordinating response to security emergencies required.
- Previous experience working with similar INGO or humanitarian agency for at least two (2) years is preferred.

### **Knowledge/Skills:**

- Demonstrated knowledge of OSHA and other international NGO security frameworks.
- Sensitivity to gender and cultural issues.
- Excellent communications skills, with fluency in written and spoken English.
- Working knowledge of French or Arabic is also desirable.
- Writing skills test may be requested.
- Excellent organizational and time management skills.

### **Abilities:**

The Security Officer must have the ability to:

- influence and negotiate with internal and external actors, particularly in complex and/or stressful

- environments;
- provide high quality security and safety training to new staff, and ongoing advice and guidance, to staff members and visitors;
  - work flexibly and remain calm in demanding situations;
  - willingly travel and work in difficult environments;
  - communicate effectively both verbally and in writing;
  - follow directions and implement policies and procedures from Site coordinators with a positive and receptive attitude;
  - deal effectively and courteously with a large number of associates, outside agencies, refugees and members of the general public;
  - conduct oneself in a professional and courteous manner to represent the best interests of Africa and CWS;
  - maintain a high performance standard with attention to detail;
  - carry out all of the duties of the position efficiently and effectively with minimal supervision;
  - take initiative in the development and completion of projects within the specified timeframe;
  - maintain strict confidentiality with Africa administrative and operational information;
  - work well as a team in a multi-cultural environment while maintaining a high level of motivation;
  - effectively manage Africa's resources and work closely with IT to ensure surveillance systems are up and running.

### **Working Conditions**

**Physical:** This position requires bending, squatting, crawling, climbing, kneeling, sitting, standing, walking, pushing/ pulling, handling objects (manual dexterity), reaching above shoulder level, using fine finger movements and lifting light loads up to 25 kg.

**Environmental:** Incumbents in this position will be exposed to travel to remote locations.

### **Special Requirements:**

- A clear MIE background check is required before the start of employment.
- Must be legally eligible to work full time in South Africa.

A valid passport and the ability to maintain a valid passport throughout the entire appointment is required, which includes having enough passport pages for travel. The candidate should be of good health, willing and able to travel extensively in often difficult conditions, and have a high degree of flexibility. Must have proof of Yellow Fever vaccination before traveling for CWS Africa. Employee will be entrusted with the receipt, custody and payment of money.

### **Licensing/Certification:**

INSSA security risk management professional (SRMP) country or regional level certification preferred.

### **Competencies**

#### **Communication**

Ensure effective exchanges of information with others. Examples of skills and behaviors include speaking to others respectfully; expressing ideas in a logical, organized way; sharing information appropriately; and clarity and conciseness in written communication.

#### **Relationships**

Ensure constructive and supportive interactions with others. Examples of skills and behaviors include being positive and supportive when working with others; sharing information and resources freely; resolving conflict constructively; and proactively working to remove obstacles to success for others.

#### **Job Knowledge**

Use and apply job related knowledge to complete job tasks at a level that meets or exceeds expectations. Examples of skills and behaviors include utilizing job knowledge to solve problems or develop new

approaches; maintaining or enhancing skills through continuing education; and taking on projects that will develop or enhance skills.

### **Teamwork**

Work effectively and contribute as a member of a team. Examples of skills and behaviors include supporting other team members by sharing information; covering the work of others during absences, vacations etc.; and actively participating in developing ideas for ways to increase team effectiveness.

### **Problem Solving**

Analyze information and develop solutions to challenges that arise during the course of performing a job. Examples of skills and behaviors include researching and collecting facts; defining the issues and the parties affected; formulating options/solutions for addressing the problem; and engendering support for and implementing the solution.

### **Program Planning and Management**

Organize work and/or plan projects and ensure timely completion and/or successful implementation. Examples of skills and behaviors include identifying and analyzing program options; identifying the tasks and deliverables required for successful completion; managing one's time; monitoring the resources involved and ensuring that they are directed most effectively; and working with all involved to ensure successful completion.

### **Leadership**

Guide and direct oneself or other individuals and groups toward a desired outcome. Examples of skills and behaviors include taking the appropriate level of initiative to resolve problems or remove obstacles, bringing individuals together around a common goal; evaluating information and making decisions; navigating conflict and obstacles; and ensuring that communication takes place between all parties involved.

### **Resource Building and Stewardship**

Balance the acquisition or investment of organization resources with responsible use of those resources in line with the organization's mission. Examples of skills and behaviors include taking advantage of all opportunities to cultivate potential donors; evaluating situations to identify the best use of resources; and making responsible investments of resources that increase organization effectiveness.