



## Terms of Reference

### *Regional Safety Associate (RSA) (Group II)*

<b>Department:</b>	Security	<b>Duty Station:</b>	Kenya/ Nairobi
<b>Job title:</b>	Regional Safety Associate (Group II)		
<b>Supervisory roles, back-up and replacement to be established by the Ho(R)O (Head of (Regional) Office).</b>			
<b>1. Job summary:</b>			
<p>The jobholder carries out activities related to various security aspects of DG ECHO staff, offices and information in the Region, in support to the Regional Security Coordinators (RSCs). The jobholder contributes to increasing the security of DG ECHO staff deployed in the different countries of the Region.</p>			
<b>Specific support to RSCs</b>			
<p><b>1. Assists RSCs in collecting, updating and communicating information regarding the security situation in the country/region for which they are responsible:</b></p> <ul style="list-style-type: none"> <li>• Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information needed for a proper analysis of the situation by the RSCs.</li> <li>• Communicates information on security to the Head of Regional Office (HoRO) and Heads of Offices (HoOs) in the region and provides host country security advice to DG ECHO staff in the absence of the RSC as required.</li> <li>• Liaises and coordinates, as appropriate, with Security Focal Points of DG ECHO partners and other relevant actors.</li> <li>• Maintains a statistical database of all security incidents in the country and analytical charts.</li> </ul> <p><b>2. Assists RSCs in maintaining the Country Security Plans in the region:</b></p> <ul style="list-style-type: none"> <li>• Helps to prepare and review the Country Security plans.</li> <li>• Supports actions during the implementation of the country Security Plans, as required.</li> <li>• Assists in preparing country Security Risk Assessment, Premises Security Surveys and country specific Standard Operating Procedures and contingency plans.</li> </ul> <p><b>3. Assists RSCs in other security tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Maintaining the warden system and keeping up-to-date information related to DG ECHO offices and residences in the Regional Office and the Country Offices.</li> </ul>			
<b>Office specific responsibilities/tasks:</b>			
(If/When applicable)			
<ul style="list-style-type: none"> <li>• Undertakes any additional tasks as assigned by the HoO/RO and/or HQ.</li> </ul>			
<b>2. Competencies required:</b>			
<ul style="list-style-type: none"> <li>• <b>Working and communicating effectively with people:</b> ability to communicate, support and work effectively with colleagues and teams to achieve collective goals. Building and maintaining excellent relationships with colleagues and partners.</li> </ul>			

- **Achieving impactful results and quality:** ability and commitment to organise and perform the job to the highest standards, delivering consistent results and striving for quality assurance.
- **Understanding of the humanitarian and DG ECHO way of working:** ability to support DG ECHO's mandate, strategies and operations, to ensure policy compliance and in particular the correct use of the Key Results Indicators (KRIs), and to ensure DG ECHO's visibility. Ability to ensure the correct application of DG ECHO guidelines and procedures in all the decisions taken.
- **Demonstrating exemplary attitudes and behaviours:** commitment to act in line with DG ECHO and humanitarian values, demonstrating the required and exemplary attitudes necessary for the Field Network.

### **3. Job Requirements:**

#### **Education:**

- Secondary Education, relevant University degree/Master and/or completion of studies relevant to security.

#### **Knowledge and Experience:**

- At least 5 years of safety and security related experience. Prior experience with the UN system or an international NGO is desirable.
- Able and willing to work in a multicultural environment.
- Availability to travel.

#### **Languages:**

- Fluent in English (oral and written)
- Knowledge of French language is an asset.

#### **Other skills and requirements:**

- Knowledge of (V)HF and UHF radio operation.
- Experience in diplomatic security, protection, security analysis is considered as an asset.
- Knowledge of host country safety codes.
- Computer literate (MS Word, Excel, Access, Power Point, digital mapping and GIS system).
- Having a valid driver's license.
- Having a valid work permit for the relevant country.

#### **Disclaimer:**

**The Authority Authorised to Conclude Contracts (AACC) reserves the right to amend the job requirements in line with the local labour market conditions.**