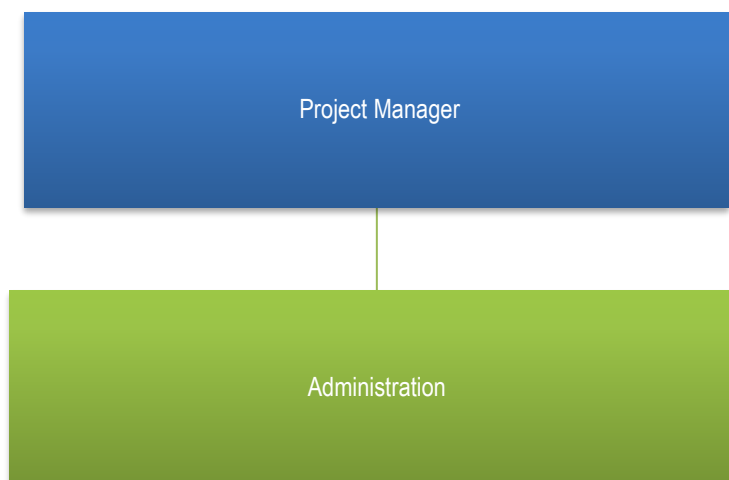


Position Name (Title) :	Safety and Security Officer	Position Level:	TBD
Reporting to (Title) :	Administration	No. of Direct Reporters:	N/A
Version:		Sector /Department/Section:	Women's Rights Program

Position Reporting Lines



Main Job Purpose

Make regular contacts with the local Government security authorities, implementing partners, refugee leaders and support community policing initiatives with the refugees and the police giving particular attention to protection of vulnerable groups.

The incumbent keeps abreast of the prevailing security situation by networking with the various sources of information; prepares preliminary reports including advisories and handles routine office matters in consultation with other Field Security staff as appropriate.

Accountabilities

- Assist in undertaking regular needs assessment in accordance with CARE Egypt policies.
- Assist in monitoring the situation in the area of competence, collect data and other information relevant to.
- Monitors the security guard force in accordance with the policy on unarmed security services and provides regular feedback.
- Regularly reviews equipment provided to ensure that it is appropriate working order.
- Supports the security Advisor in monitoring the security environment.
- Act as interpreter when required.
- Contribute to the preparation of status and progress of security incidents reports by providing information, preparing data base and requisite tables etc.
- Assist in administrative tasks as required such as preparation of reports and meeting authorized personnel and assisting them during their field missions.
- Assist in monitoring and implementation of community policing activities and police cooperation and response with particular emphasis on vulnerable groups and SGBV cases.
- Liaise with the Host country security apparatus to ensure appropriate security support is provided to CARE Egypt.

- Take minutes during security meetings and other forums as the situation may dictate from time to time.
- Submit recommendations to the supervisor on improvements to be made and solutions to be provided.
- Perform other related duties as required.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Project Team members • Other program staff • Support unit (Finance & Procurement, HR, IT and Admin) 	<ul style="list-style-type: none"> • Governmental officials • NGOs • Donor

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40%

Working Hazard: Normal

Working Days: 5 days

Days Off: 2 days

Working Hours per day: 8 Hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	<ul style="list-style-type: none">• 3-years relevant experience with High School Diploma; or Bachelor or equivalent or higher
Experience:	<ul style="list-style-type: none">• FS-Police/military/NGO/Corporate security experience• CO-Cross-cultural communication
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none">• Basic English• Arabic

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		