###### people_and_culture_logoWORLD VISION GLOBAL TEMPLATE

JOB DESCRIPTION & POSITION DESCRIPTION QUESTIONNAIRE (JDPDQ)

*\*All vacancy information and sections in red must be completed thoroughly.*

*Is this for a new vacancy or revised JD for incumbent? If there are no changes   
in the Vacancy Information section, you do not need to complete the section.* ☒ New Vacancy ☐ Revision

**VACANCY INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Today’s Date: | | 30 September 2019 | Vacancy Type ID: | | GC/RO Department - IA Recruitment | | Earliest Budgeted Start Date: | 8 November 2019 |
| Job/Job Title: | | **Response Security Manager – SAFCER Floods and Cyclone Emergency Response - Mozambique** | | | | | | |
| Hiring Manager (HM) Name: | | **Karokh Khorany** | | | | Hiring Manager Title: | **Response Security Manager** | |
| Work Unit ID:  Please consult with your Business Partner/local P&C. | |  | | | | Where the country of the position is to be located:  Please consult with your Business Partner/local P&C. | **BEIRA Mozambique, with frequent travel nationally and internationally** | |
| Contract Type: | | National Hire | | | | Employee Type: | **Fixed term, Full-time** | |
| Contract Duration: | | **1 year – renewable depending on performance and budget availability.** | | | | Cost Centre: |  | |
| Vacancy Details: | |  | | | | History of Position: | **New** | |
| Staffing Specialist/Recruiter/ P&C Representative: | |  | | | | Application Deadline Date: | **18 October 2019** | |
| Hay Job ID: | |  | | | | Hay Grade: | **16** | |
| **TO BE COMPLETED AND RETURNED TO HIRING MANAGER BY P&C ONLY AFTER GRADING:** | | | | | | | | |
| JEM Job Code | OP Job Title **Response Security Manager** | | | OP Job Code | | | Date Job Evaluated | |
| FLSA Classification (US Only)  ☐ Exempt ☐ Non-Exempt | | | | Local Labour Classifications (Non-US) | | | | |

##### Section I – JOB DESCRIPTION/ PUBLICATION TEXT

**PURPOSE OF POSITION**

This *Purpose of Position* will be used in the WVI or local Careers site, and if applicable, advertisements. Please describe the role in 2-3 concise sentences. Focus on the core of what this role is supposed to achieve. Describe the purpose of this position and how this position contributes to achieving department objectives and the management and performance of others.

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| To support the Response Director - SAFCER Multi Country Response, in ensuring that effective security measures for Operational Response Office programmes within **Mozambique, with support to Zimbabwe and Malawi,** are both appropriately planned for and addressed within the Response Context. Lead in the optimization of organizational security and the mitigation of operational risks for ministry effectiveness by establishing security systems and mechanisms for institutionalizing an organizational culture and practice of safety and security. The candidate will work with a wide range of stakeholders across multiple functions in support of key projects and will be responsible for conducting ensuring end-to-end security capability and operational delivery to the field based on the changing context and work requirements. This position will be required to maintain close coordination with the Security Manager/Focal point in Mozambique National Office, as well as Security Managers for Malawi and Zimbabwe (for SAFCER areas) to ensure consistent approach to Security across MULTICOUNTRY SAFCER. |

# MAJOR RESPONSIBILITIES

List statements describing the final results of this position and method of accomplishments, and how results/performance are reviewed and measured. Begin with the most important accountabilities.

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| **% Time** | **Major Activities** | **End Results Expected** |
| 20% | **Strategy & Planning**   * Develop and implement the Operational Response Office security strategy in alignment with SAFCER MULTI COUNTRY RESPONSE Strategy and WV security policy so as to ensure the operational priorities of the Response Office are appropriately supported. * Ensure Security Risk Assessments, Country Risk Ratings , Strategic Programme Budgeting, Core Security Requirement standards, processes and procedures are completed in accordance with current Office of Corporate Security guidelines and training. * Develop and maintain critical security incident contingency plans based on Country Risk Rating and Response Context. | Operational Response Office is aligned with Response Strategy and all current World Vision security policies and strategies. |
| 40% | **Security Operations**   * Work with the Response Director, National Security Managers and Focal Points for SAFCER in Malawi and Zimbabwe, NO Moz Security Manager, Regional Security Director, and other relevant OCS stakeholders to carry out Security Risk Assessments as required/directed. * Country Risk Ratings/Designated Security Zone Risk Ratings are established based on Response Operational Strategy and updated as required. * Ensure Core Security Requirements are implemented in line with Country Risk Ratings. * Provide input and support to management in crisis situations and critical incidents. * Conduct security investigations when required/directed. Ensure security. * Conduct CIV-MIL-POL coordination to gain access to operational programme areas as required. * Provide leadership/ management of the security team in country. | Operational Response Office is applying all current security requirements in accordance with World Vision security policy and procedures. |
| 15% | **Networking and External Liaison/Engagement**   * Represent WV at local NGO security network meetings and ensure information from these groups is disseminated to relevant staff. * Build ongoing networks for sharing security information and coordination. | Security Relationships with other NGO’s and relevant partners are established and maintained. |
| 15% | **Capacity Building and Technical Training**   * Coordinate the assessment, development and implementation of the Response Office capacity building plan for security management based on local security risk assessments. * Seek to develop a culture of security awareness and monitor staff compliance. | Response staff are trained in alignment with the Office of Corporate Security and current international good practice standards. |
| 10% | **Reporting and Documentation**   * Provide a regular security report to the National Office, Region and Office of Corporate Security. * Ensure that all security incidents are reported in accordance with WV Security Policy. * Conduct performance reviews of the field-based security focal persons. * Collect, analyse and disseminate security information appropriately | All documentation is prepared in a clear and concise manner and disseminated in accordance with World Vision policies and procedures. |

# KNOWLEDGE, SKILLS AND ABILITIES

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

**Minimum education, training and experience requirements to qualify for the position:**

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| List *academic requirements (if applicable)*, *technical skills,* or *other knowledge* required as a minimum qualification for this position. |
| 1. Relevant Bachelor’s degree (Master preferred) in Security Management, Risk Management, Strategic Studies, International Relations or Emergency Management. 2. A minimum of 5 years field experience in organizational Security Risk Management. 3. Previous experience in the professional security arena (INGO, Corporate, Military, Law Enforcement, or Emergency Services). 4. Sound knowledge of INGO security practices with proven experience in Security Risk Assessments (SRA), security planning and crises management in the humanitarian context. 5. Computer proficiency (Word, Excel, PowerPoint) is essential 6. Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values 7. Valid Passport, work permit (if needed) and Driver’s License |

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| List additional *work experience* required as a minimum qualification for this position. |
| 1. Understanding of setting threat or risk levels for specific contexts, considering the strategic and tactical situation as applied to humanitarian operations. 2. Understanding of programme delivery and security cost identification in humanitarian relief operations. |

**License, registration, or certification required to perform this position:**

If applicable, include *language requirement(s)* as a minimum qualification for this position.

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| 1. Fluency in written and spoken in both English and Portuguese is required. 2. Internationally recognized qualifications in Risk Management or Business Continuity would be an advantage. |

**Preferred Skills, Knowledge and Experience:**

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| List *academic requirements, technical skills or other knowledge* preferred for this position. |
| 1. Relevant Master’s degree in Security Management, Risk Management, Strategic Studies, International Relations or Emergency Management. General Management studies also considered. 2. Previous experience in the professional security arena (INGO, Corporate, Military, Law Enforcement, or Emergency Services). 3. Sound knowledge of INGO security practices with proven experience in Security Risk Assessments (SRA), security planning and crises management in the humanitarian context. 4. Demonstrated experience in designing and delivering training. 5. Demonstrated project management stills and the ability to work effectively under pressure (particularly in a crisis situation) 6. First Aid qualified |

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| |  | | --- | | List additional *work experience* preferred for this position. | | 1. At least 5 years in a relevant security management role in NGO, Private or Govt Sectors. 2. International security management experience in a Regional and/or Global role in large multinational organization. | |

**Work Environment**

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| Include travel & work environment details. |
| **Complete Travel and/or Work Environment statements if applicable.**   * The position requires ability and willingness to travel nationally and internationally up to 40**%** of the time. * Must be prepared to travel to ‘high risk’ security environments at short notice. * Will be expected to manage high stress security events. * Flexibility in work hours is expected. |

**CORE CAPABILITIES**

While all 13 core capabilities are expected of the role, to help the recruiters conduct more effective screening and interviewing of prospective candidates, please select the level for which they will interview. Then, identify a maximum of 3-4 priority core capabilities that are the most critical for this position.

1. Select one level. For older versions of Microsoft Word, double-click the checkbox, and then click “Checked” in order to select the checkbox.

☐ Individual Level

☒ Leadership Level

☐ Organizational Level

1. Select 3-4 priority core capabilities that are the most critical for this position.

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| ☒ Achieving quality results & service.  ☐ Practising accountability & integrity.  ☒ Communicating information effectively.  ☒ Thinking clearly, deeply & broadly.  ☐ Understanding the Humanitarian Industry.  ☒ Practising innovation & change. | ☐ Demonstrating Christ-centred life & work.  ☐ Learning for growth & development.  ☐ Maintaining work/life balance & effectiveness.  ☒ Building collaborative relationships.  ☐ Practising gender & cultural diversity.  ☒ Influencing individuals & groups.  ☐ Understanding World Vision’s mission & operations. |

**Section II - POSITION DESCRIPTION QUESTIONNAIRE**

**ORGANISATIONAL STRUCTURE**

Attach organisation chart(s) of the department/division with this position indicated in the chart.

Otherwise, create a chart below using position titles only.

☒ Organisation chart(s) are attached as separate document(s).

☒ Check if this position completes performance evaluation for all subordinates.

☒ Check if this position recommends hiring or termination of subordinate.

## WORKING RELATIONSHIPS

List and describe all contacts (do not include your direct supervisor or subordinates) required in order to efficiently accomplish this position. Begin with the most important contacts. Be specific (e.g. UN leaders, strategic directors or subject matter experts from other NGOs, or other technical specialists from key arenas, etc.)

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| Contact  (within WV or outside WV) | Reason for Contact | Frequency of Contact  (Daily, Weekly, Monthly) |
| SAFCER MULTI COUNTRY RESPONSE Director | Direct Reporting - Strategy & policy development & implementation, reporting on security operations. | Weekly/Monthly or as required |
| SAFCER MULTI COUNTRY RESPONSE Operations Manager | Inform – to assist and provide security support and advice in situations of increased insecurity. Ensure appropriate deployment of Security assets as per SRA. Ongoing analysis of ‘high risk’ contexts. | Daily/Weekly or as required |
| Response Managers & Response Security Managers in all SAFCER Response Countries | Development of assessments and operational plans, provide advice and manage ‘surge capacity’. | As required |
| Regional Security Director (RSD) | Matrix Reporting - to provide security updates, seek guidance and technical support for security related issues. Ongoing operations, deployments, Regional Oversight and OCS Policy Guidance | Weekly, or as required. |
| OCS Response Security Group Global Security Advisor | Provide security updates, seek guidance and technical support for security related issues. Ongoing operations, deployments and current Operations. | Weekly, or as required. |
| External (to WV) stakeholders: International Organizations, Local Syrian NGO, Implementing partners, UN, INGO’s, Embassies | Coordination, Gather information on inter-agency security issues. | Weekly or as required |
| Global Centre - Office of Corporate Security (OCS) | Coordination, consultation & advice. Liaise with other OCS staff. | As required |
| Key internal departments | Coordination on security incidents & investigations, | As required |

# FREEDOM TO ACT

Describe decision-making responsibilities this position may have that *do not require prior approval*. Specify what actions are necessary in order to facilitate the completion of the specific tasks and how it is reviewed.

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| The position is expected to act with a high degree of autonomy and display sound decision making skills in sometimes stressful situations. Expected to resolve complex security issues with limited information to protect WV staff and lessen the impact of an event on the organization. Will be required to display strong analytical, organizational and problem solving skills and apply those independently. Ensure all operational security plans for the SAFCER RESPONSE in Mozambique operations are implemented. |

Describe any decisions making *referred to higher authority or that are controlled by policy*. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

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| The SAFCER MULTI COUNTRY RESPONSE Security Manager will be expected to take initial control of a number of complex response events, ensuring that the appropriate resources are deployed to allow aid delivery. These events will require escalation via direct communication with the SAFCER MULTI COUNTRY RESPONSE Director. Normal activities will be reported via email and regular calls. |

Describe *the most common way* in which this position assign work and how it is reviewed. Indicate how assignment is given, by what method (verbal or written), by whom, how often, how work is evaluated, and type of guidance available.

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| This role will assign work to the SAFCER MULTI COUNTRY Response Security Staff in Mozambique, on a regular basis and establish work plans with the Response Managers via written communication and will follow up on implementation and completion of work. Provides ongoing coaching and mentoring on deliverables for direct and matrix reports via meetings, calls and email. |

# Major Challenges

Identify 2-3 of the most difficult problems this position might encounter. Distinguish between what is “typical” and what is “very challenging” and describe how these constraints/challenges can be resolved.

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| **Challenge** | **Approach/Solutions** |
| 1. Required to influence change across complex matrix relationships. | Requires very strong influencing skills and ‘political nous’ with business acumen. |
| 1. Monitor ongoing and developing security threats to WVI operations | Has to collate multiple sources of information and prioritise the allocation of resources, providing advice to operational line managers on response to threats. |
| 1. Provide leadership in ‘crises management’ situations in an organization that is highly consultative. | Ability to switch from an influencing relationship to a more directive approach when required. |

**Interpersonal Skills**

Does this position require the ability to motivate, persuade, or convince others in order to achieve a desired outcomes or success? If so, provide 1-2 typical examples.

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| 1. Solid interpersonal, negotiating and networking skills – proven ambiguity tolerance. |
| 2. Strong influencing, managing capacity development with the ability to motivate and lead staff in a change process. |

### **Financial Responsibility**

Please describe any financial measures that may impact this position. For example, the value of purchases made by a purchasing manager, average monthly accounts receivable figures for the credit manager, etc.

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| 1. Responsibility for SAFCER MULTI COUNTRY RESPONSE Security budget - annual turnover of around US$200-400K |
| 2. |

# Comments

Please provide additional comments necessary to better understand this position and how it functions.

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# Prepared by

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| Name | Karokh Khorany |
| Title | Response Security Manager – SAFCER Multicounty |
| Date | September 30, 2019 |

**ACKNOWLEDGEMENTS**

I agree with the content of this document and that it is an accurate description of the position performed at a fully competent level.

Typed signature with email sent from manager can serve as proof of approval.

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| --- | --- |
| Manager’s Signature |  |
| Title |  |
| Date Signed |  |

Reviewed by Business Partner or P&C Director

Typed signature with email sent from BP/P&C Director can serve as proof of approval.

|  |  |
| --- | --- |
| Signature of Business Partner or P&C Director |  |
| Date Signed |  |