

Job Overview			
Job Title	Security Coordinator		
Reports to	Security Manager		
Direct Reports	N/A		
Unit	Security	Review Date	October 2023
Department/Section	Operations	Grade	15
Location	West and Central Africa		

Main Purpose of the Role	<ol style="list-style-type: none"> 1. To ensure that all staff, volunteers, activists, colleagues and partners at Greenpeace Africa are safe and secure by promoting a Security Culture and providing advice, tools and up to date protocols and procedures along with specific and maintained documents. This is a regional role, however requires collaboration and coordination with all our teams working across and in Africa. 2. Carry out risk identification and assessment for activities, events, ship work, actions and investigations for specific projects, including duty of care to activists, coordinators, logisticians with budget control specific to security 3. Ensure that the security management cycle is followed and each step implemented has the appropriate protocols, procedures and forms up to date and maintained for Campaign, Communication, Action and Investigations 4. Advise on the process and procedure to follow in travel awareness 5. Update on security situations across your regional hub which may affect operations, organisation, personally or information 6. Ensure that country security assessments and Standard Operating Procedures are up to date, implemented and followed by facilitating discussions on risks, mitigation and grading for an overall security management plan per country 7. To input into the unit strategy, creativity and tactical capabilities in order to achieve the objectives of Greenpeace Africa's' annual development plan and organisational strategy
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Principal Accountabilities		
Key Results Areas (no more than 6)	Main Duties	% of Job
Risks and Security a) Keep the Regional teams informed on advice given for relevant parties (Greenpeace staff, visitors, Country Managers, partners, allies, activists, volunteers) on country security, SOPs and policies	<ol style="list-style-type: none"> a) Ensure that the relevant parties are informed and advised to protect their safety and Greenpeace's name b) Ensure that risky activities are identified accurately and mitigated for as per the security management cycle with the entire team involved. Develop risk assessments in conjunction with teams and their terms of reference 	50%

Note:

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<ul style="list-style-type: none"> b) Work closely with Office Management and Regional Country Coordinators to ensure security of all GP Africa Staff, partners, activists and volunteers is a priority c) Supporting and Advising the Regional Teams in conceptualising security management plans and mitigation measures arising from risk analyses in projects in conjunction with Regional Country coordinator and Office Management d) Support on travel assessments for colleagues within Your specific hub e) Oversight of incident reporting across the organization, mitigation measures taken when necessary and amendments to 	<ul style="list-style-type: none"> relative to planned activities (field trips, investigations, travels, press conference, etc.) c) Contextualise the realities of working in the sub Saharan regions as risks and mitigation measure to properly discuss with the teams the risks Vs. the campaign benefits and what mitigations can be taken to alleviate intrinsic risks to residual risks d) Facilitate discussions to ensure risk analysis is done and completed with the relevant teams/project leaders/managers – this assessment then dictates the security plan according to the security management cycle e) Ensuring Team members have full sets of Pre-Deployment forms (Medical and Travel), updated VISA, Vaccinations and Passport copies filed in Box f) Report Incidents, and assisting teams/people on how to populate incident reports, file and update the SOP's on improvements Reporting on issues of non-compliance and negligence are reported g) Ensure there are the correct security measures and mitigation in place within the regional hub You are responsible for. Make sure all office staff have up to date Pre Deployment Travel and Medical documents on Box prior to sign off on travel Update and make sure each office has and places the reference sheets on Health & Safety up in the office Up to date; <ul style="list-style-type: none"> a. Country Assessments b. SOPs c. Site Assessment per Office h) Risk Assessments, Legal Assessments and if need be security assessments for all (S)SAI Med/High risk activities 	
<p>Tools and Policies Production, review and updating of all office and project security standard operating procedures (SOPs, Country Assessments and Health & Safety regulations) within the allocated Regional Hub</p>	<ul style="list-style-type: none"> a. Update and maintain security protocol documents b. Update and maintain Country assessment documents c. Update and maintain Health & Safety regulations within each office and working space d. Assess current Security company, medical aid and travel insurance limits and capabilities to fully fit each working location in collaboration with the Office Management, Country coordinator and Regional Hub coordinator 	20%

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<p>Risk and Security Training Staff equipped with the training and means to work safely in the field</p>	<p>a) Follow up external trainings with office management /country coordinator / regional hub coordinator and Plan & Prepare internal trainings; i.e Field Security Training , Health & Safety representative training, First aid training, etc</p> <p>b) Plan, Prepare and Conduct / arrange for trainers for internal Security Training, Crisis Management Training, Negotiation training</p>	<p>15%</p>
<p>Critical Incident Management Team Input to the Security Support Team (SST)and real time advice to the Crisis Response Team on in country, hub and on the ground reality checks</p>	<p>a) Input on field data for the (S)SAI Unit head to analyse for the Crisis Management team</p> <p>b) Update and maintain the Evacuation protocols</p> <p>c) Update and Maintain the Hibernation protocols</p>	<p>5%</p>
<p>People Management Communication and Literacy</p>	<p>a) Ability to communicate effectively and appropriately with a wide range of people both verbally and in writing</p> <p>b) Ability to communicate, and ensure understanding, of complex ideas</p> <p>c) Proven visual literacy</p>	<p>10%</p>

Critical Working Relationships

Internal

Audience	Reason for Contact
All GPaF teams working in Africa	Receiving Security reports

External

Audience	Reason for Contact
Security Service Providers	
Insurance, Travel and medical Service providers	

Required Qualifications & Experience

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Preferred Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree with specialist technical training in safety and security or related field • Specific safety and security training experience in risk management context. Qualification as a trainer in safety and security is desired.
Preferred Experience	<ul style="list-style-type: none"> • 5 years of experience in INGO security, or related field • Experience in maintaining own administrative systems • Worked in or advised personnel in conflict countries in the NGO sector

Required Skills & Behaviors	
Skills	Behaviors
English and French fluency	Ability to keep calm under pressure
Strong computer literacy	Ability to work to tight deadlines
Conflict resolution strategies	Willingness to work on a wide range of environmental issues
Excellent project management skills	High degree of initiative
Risk management and mitigation	Able to work with minimal supervision
Ability to plan and manage budgets	Willingness to work unsocial hours as required
Ability to prioritise and organize own work systematically	Willingness to travel both within Africa and internationally
	Self-motivated

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