

TERMS OF REFERENCE

SS EXPERT

CARE International Cameroon

Deadline: **31/10/2018**

Scope of Work:

The **SS expert** will support the implementation of intervention in West Cameroon (North-West and South-West region) to ensure a safe environment for CARE activities including capacity building of the local partners, design of specific security protocols, review of security assessment, security updates, recommendations on security set up for new sub office and program.

General description of service:

The key activities are expected over the course of an approximately 3 months period starting end of October (TBC).

Specific objectives:

- a) **Capacity building of local partners**
 - **Support the partners for strengthening their capacities in terms of emergency response in unsafe environment, including training on DO NO HARM**

- b) **Security management**
 - **Review with the team leader of the preliminary assessment report done on September 2018 on risks analysis and identification of mitigation measures to ensure respect of humanitarian mandate and staff/beneficiaries' security including recommendations on visibility and communication to national authorities;**
 - **Support the opening of new sub office and implemented activities with recommendations on the security set up, design of safety-related Standard Operating Procedures (SOPs); and security clearance for movements**
 - **Training of staff and partners on the safety-related Standard Operating Procedures (SOPs)**
 - Recruitment and training of SS assistant
 - Updated security reports on weekly basis
 - Ensure that the security measures and protocols are set up and followed through program implementation on line with assessment recommendations and CARE policies

- c) **Communication**
 - **Ensure daily communication with the key CO-based contact: National Logistics and Security Officer (LSO), the Team Leader and the ACD-PS;**
 - **Participate in internal coordination meetings with the National Logistics and Security Officer (LSO), the Team Leader and the ACD-PS;**
 - **Receive any report, notes, minutes from any meetings which can include security focus from the National Logistics and Security Officer (LSO), the Team Leader and the ACD-PS;**

- Ensure with the Logistics Officer in charge of telecommunication that he/she secures reliable communications and that information management facilities are established and maintained.

Key Internal Contacts

The staff will report directly to the team leader during his assignment. He/ She will work closely with the CO Logistics Manager.

Key External Contacts

Other NGO's, UN agencies (incl. UNDSS), other local stakeholders, including the military where present.

Selection Criteria

Core Competencies

- **People Skills:** Ability to work independently and as a SS expert who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- **Communication Skills:** Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- **Integrity:** Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- **Resilience/Adaptability and flexibility:** Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- **Awareness and sensitivity of self and others:** Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- **Work style:** Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- **Knowledge and skills:** knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- **3 – 5 years humanitarian aid experience.**
- Multiple language skills desirable
- Knowledge of the targeted area desirable.

Required Technical Competencies

- **Minimum of 5 years humanitarian aid experience in complex and natural disasters.**

- **High level of all aspects of security management, including security assessment, security protocols design and capacity building.**
- Experience in complex decision making and leading a multi-disciplinary, multi national team under difficult circumstances.
- **The highest level of expertise in representation and negotiation with governments and donors.**
- **Strong understanding of the humanitarian emergency operating context, DO NO HARM, humanitarian principles.**
- **Language skills: English (native).**

How to apply

The application file should be submitted before October 31, 2018 to recrutement.programmes@carefrance.org .