

Volunteer Opportunity

Safety and Security Professional

WHERE	Ethiopia, Indonesia, Malawi, Mongolia, Peru, Tanzania
START DATE	February 2019
DURATION	1 month in each country/supplemented by e-volunteering. The position may be assigned to one or several individuals should a candidate not be available to work in all 6 countries.
REPORTING TO	Director, People & Systems

Note: This is a volunteer assignment - Domestic and international economy airfare, ground transport, visa, travel insurance, out of country accommodation, and a meal/incidental allowance of \$1,300CAD/month will be covered by CDF Canada for work done abroad. ***Applicants must be a Canadian citizen or permanent resident.***

BACKGROUND

The purpose of this role is to evaluate the level of awareness, knowledge and administration of the Co-operative Development Foundation of Canada (CDF Canada) safety and security policies, procedures, and protocols to ensure that all staff, volunteer, interns, and guests are working in a safe and secure environment during missions and/or assignments overseas.

ABOUT THE ASSIGNMENT

This assignment encompasses travel to CDF Canada's projects to evaluate the level in which each project is addressing and managing safety and security issues e.g. each project must have a security manual and plan in place as well as having a collective awareness, understanding and responsibility of security and safety policies, procedures and protocols. A commitment to building the capacity of others, a solid technical background in safety and security risk management are key attributes in the work that is to be completed.

OBJECTIVE

This assignment is to work with the Country Manager to identify security challenges, conduct a risk assessment and, where necessary, conduct training, develop plans, provide updates and, where applicable, implement security protocols and operating procedures. Identify additional information resources and strategies and/or best practices to improve safety and security practices.

ACTIVITIES AND DELIVERABLES

- Analyse the parameters of the working environment by assessing the nature of the threats and vulnerabilities for each project.
- Collect the necessary data and information to develop a comprehensive risk assessment.
- Ensure that an administrative structure is put in place to effectively deal with crisis management; Monitor and report political, social, economic and military situations and identify trends.
- Ensure there are contingency plans in place for all incident management events such as accidents, injuries or illness; Train staff on contingency measures, ensuring they know how to react.
- Perform security risk assessments and conduct evaluation missions for each project.
- Review and evaluate safety and security programs including policies, procedures and protocols; where there are gaps, develop appropriate safety and security protocols depending on the nature of specific threats in each country.
- Review and update orientation materials and briefing packages for staff, volunteers, interns and visitors working in CDF Canada projects. Ensure that each visitor receive appropriate briefing and orientation upon arrival in country.
- Conduct training needs assessment with key stakeholders resulting in increased safety, security and risk management capacity.
- Develop and facilitate security and safety training program for both HQ and field offices; Coordinate safety and security training sessions, ensuring that field staff have the appropriate level of knowledge and skills required to address incidents.
- Ensure that safety and security scenario planning becomes an integral part of day-to-day operations and integrated into current programs and the development of future programs.
- Assess whether Country Managers understand and are appropriately managing safety and security incidents in a timely manner; Assess whether project teams are adhering to all related policies, procedures and protocols.
- Where there are gaps, develop an appropriate Safety and Security Plan and tools in accordance with the nature of safety and security risks, including a detailed threat assessment, security protocols, standard operating procedures incident reporting etc.
- Ensure the scope of safety and security are factored into all operational activities such as programming (including budget), advocacy and communication.
- Ensure that there is a system in place to address post incident counselling to be offered to those who have been confronted with traumatic events.
- Assist Country Managers enhancing standards in relation to safety and security.
- Train field staff and partners to know how to identify and mitigate risks e.g. how to protect teams against illness, injury and stress, how to obtain proper support or medical treatment.
- Organise and circulate relevant safety and security information to the partners, staff and volunteers; ensure the provision to ensure a process is in place whereby all parties are able to voice Safety and/or Security-related concerns.

SELECTION CRITERIA

Essential

- Several years experience developing and implementing security programs and a good knowledge of security management in complex environments.
- High level of experience in developing security related technical tools guidelines and systems.
- Ability to develop and deliver safety and security training programs; Experience conducting training for small groups.
- Strong assessment, evaluation, analysis and strategic planning skills.
- Comprehensive knowledge of regional security issues. (e.g. Africa, Asia, Middle East, etc.)
- Exceptional communication skills for explaining complex security concerns, policies, protocols, and procedures to senior management, employees, consultants, volunteers and consistently apply them at all levels;
- 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.

Desirable

- Bachelor's degree in International Relations, Criminal Justice, Homeland Security, Security Administration or related area or ability to demonstrate a work-based equivalent.
- Comprehensive knowledge of regional security issues. (e.g. Africa, Asia, Middle East, etc.)
- Exceptional communication skills.
- Multiple language skills desirable.

APPLICATION PROCESS

The **deadline to submit a resume and cover letter is noon, December 14, 2018** to apply@cdfcanada.coop . You must be a Canadian citizen or permanent resident. Successful candidates will be required to obtain a police-check from their local police/RCMP detachment. ***No phone calls please. All applicants are thanked for their interest in CDF Canada; however, only those short-listed and selected for an interview will be contacted.***

Co-operative Development Foundation of Canada

Co-operative Development Foundation of Canada (CDF Canada) is an international development organization that helps improve the lives of women, men, children and their communities through cooperatives. We envision a world where self-reliant communities flourish. CDF Canada is working with local partners in Africa, Asia, Latin America and in Eastern Europe to establish and grow community owned co-operatives that help people achieve more prosperous, self-reliant lives. For over 70 years, CDF has been mobilizing financial resources, volunteers and knowledge — mostly from Canadian co-ops and credit unions — to make the world a better place. For much of that time, CDF Canada worked with partners to help communities move toward prosperity and create more secure lives through community-owned cooperatives. For more information about CDF Canada, visit www.cdfcanada.coop