

JOB DESCRIPTION

Title: Deputy Director, Global Security
Department: Office of Global Security
Reports to: Director, Office of Global Security
Location: HQ

GENERAL INFORMATION: This position is located in the headquarters and reports to the Director, Office of Global Security. This position will involve responsibility for development of safety and security systems for the organization's HQ as well as Field Offices and staff traveling to the organization's offices worldwide.

KEY RESPONSIBILITIES:

- In cooperation with the executive team, directs the development of an effective strategy to mitigate risk, maintain continuity of operations and safeguard the organization.
- Directs domestic and international staff in identifying, developing, implementing and maintaining security processes, practices and policies throughout the organization to reduce risks, respond to incidents, and limit exposure and liability in all areas of information, financial, physical and reputation risk.
- Researches and deploys security solutions to safeguard the organization's assets.
- Develops relationships with law enforcement, security agencies and private sector counterparts worldwide.
- Coordinates and implements site security, operations and activities to ensure the protection of staff.

KEY FUNCTIONS:

Security Planning – Field and Headquarters

1. Provide coordination of security planning in all the organization's offices worldwide and with HQ Field Operations managers.
2. Offer technical support to Country Offices to ensure that best practice security measures and procedures are being implemented by Country Offices.
3. Identify offices and programs that require operational improvement.
4. Work with country staff in Threat and Risk Assessment and the development of comprehensive country security plans and appropriate SOPs and contingency plans.
5. Provide technical support to country staff to assess the use of private security firms and identify adequate firms, if appropriate.

Information Monitoring and Dissemination

1. Disseminate security related information to HQ and Field as needed or appropriate.
2. Analyze security concerns related to entry into new countries or new regions of countries which already have programs and provide recommendations.
3. Research security issues as they arise and offer options for addressing issues and provide appropriate equipment, materials or training to Field staff.
4. Analyze incidents from the Field; make recommendations for improvements in Security Plans to mitigate similar incidents in the future.
5. Provide briefings to Executives or Directors as needed after incidents.
6. Ensure organizational procedures are effective and appropriate.
7. Monitor security situations worldwide, with particular focus on areas where we currently operate or areas we are assessing for future work.
8. Provide advice to headquarters or Field staff in addressing these situations as needed.

Coordination

1. Coordinate responses to security-related questions from the Field or headquarters.
2. Coordinate the development of security policies, both for Field and headquarters.
3. Conduct an annual review of the organization's security strategy to ensure its appropriateness. Advise senior staff on safety and security strategies.
4. Review all security documents, tools, and procedures in place to ensure they are well-coordinated and effective, revise as needed.
5. Provide technical input for global HQ office safety and security.
9. Coordinate with departments on security items in monthly reports to ensure appropriate security risk strategies are being implemented.

Travel and Trainings

1. Conduct Security Management Trainings as appropriate for Field staff and HQ staff.
2. Conduct security briefings for new HQ employees.
3. Conduct security briefings for traveling staff, consultants, etc.
4. Conduct trainings for Senior Staff (or members of Crisis Management Team) on content of country security plans and how to use plans in responding to an emergency from the field.

Key skills and Competencies

1. Leadership skills to provide direction to management.
2. Ability to develop consensus.
3. Ability to effectively communicate within all levels of the organization including briefing executive management and board committees on the status of security issues.
4. Emotional maturity to understand the impact and severity of security issues.

Qualifications

1. At least 3-5 years of direct experience in significant leadership role.
2. Advanced degree or equivalent to this position.
3. Demonstrated experience and exposure to NGO Security.