

Job Description

Position:	Health, Safety and Security (HSS) Manager – Colombia, Ecuador, Panama
Reports to:	Country Director – Colombia, Ecuador, Panama
Supervision of:	HSS Coordinators, HSS Officers
Grade:	9
Duty station:	Bogotá
Travel:	20%
Project number:	COFX000
Duration and type of contract:	24 months international contract or open-ended national contract

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

Background

NRC has been operating in Colombia for 17 years directly and for 30 years through partners in response to the on-going conflict in-country. In the last years we also scaled up our humanitarian assistance to other countries in Latin America, currently covering also Ecuador, Panama as well as Peru (the latter through an implementing partner). Since 2018 the regional impact of the Venezuela situation has grown in scale and scope; impacting heavily on Colombia, but also in other countries like Ecuador and Peru. NRC's regional response to the Venezuela crisis increased substantially and will continue to be scaled up. In addition to this, the Colombia situation has been showing clear signs of reactivation of the armed conflict, with an increase of internal displacement.

We are searching for an experienced, dynamic and operational individual to take up the role of leading NRC's health, safety and security system in Colombia, Ecuador and Panama. The operation consists of over 500 staff; we deliver assistance in the following core competencies: Education, Information, Counselling and Legal Assistance (ICLA), Livelihoods and Food Security, Protection, Shelter, Water, Sanitation and Hygiene (WASH). We also manage a large component of cash assistance, inside core competencies and as a stand-alone modality. In Colombia, we deliver assistance in hard-to-reach areas and some of the most complex zones in country affected by armed conflict, while in all three countries – Colombia, Ecuador and Panama – we assist Venezuelan refugees and migrants who are on the move, at borders and in urban centres.

1. Role and responsibilities

The HSS Manager serves as the lead technical resource on health, safety and security risks and crisis management within the Colombia, Ecuador and Panama operation of NRC. This role acts as the technical supervisor for Area HSS staff and direct supervisor of HSS staff in the Country Office (CO) and is a member of the Country Management Group (CMG) and Crisis Management Team (CMT).

Generic responsibilities

1. Promote and stimulate HSS risk management culture.
2. Provide CMG with strategic advice based on changes to the context.
3. Oversee and support national HSS risk management to staff, assets, operation and reputation of NRC.
4. Implement the NRC Global HSS Management System at CO level and provide reports as required.
5. Develop and maintain CO HSS documents and procedures including strategy and budget.

6. Act as an adviser to CMT leader during a crisis and take lead as and when delegated.
7. Oversee and/or conduct Security Risk Assessment (SRA) and status reviews.
8. Manage HSS staff at Country Office and provide technical supervision to HSS staff in Area Offices.
9. Support, training, control and development of HSS staff in all offices and organise and/or train and develop staff in HSS.
10. Network, communicate and cooperate with relevant external Security stakeholders.

Specific responsibilities

- Ensure collaboration on processes and tools between COs in Latin America.
- Organize and implement HEIST trainings at sub-regional level (in collaboration with other COs in Latin America).
- Develop specific SOPs as needed.
- Work closely with programme staff to plan and coordinate activities in the field from a security perspective. Ensure analysis trends and forecasting are brought into both security and programme planning.
- Support Area Managers in implementing the risk management approach defined by HSS, including reviews and updates of Security Risk Assessments (SRAs).
- Ensure the HSS team contributes and maintains the requisite documentation of security incidents in NRC Protect and updates for a comprehensive view on events & trends. Ensure reporting of critical security incidents to the Country Director and CMT.

Critical interfaces

- Head of Operation, Area Managers and Risk & Compliance Manager: revising SRAs, SOPs and Risk Register Matrix
- HR Manager and HR staff: Ensuring duty of care for staff (e.g. PoL mandatory process) and smooth collaboration regarding new recruitments
- Head of Support and Logistics Manager: Procurement, Fleet management (including visibility), RTA management
- Venezuela and North of Central America CO HSS Managers on sub-regional aspects: training planning, info-sharing, mutual support, cross-border problematics
- Access and negotiation: Regional Access Adviser

Scale and scope of position

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| Staff: | <ul style="list-style-type: none"> - In the CO: 1 HSS Coordinator, 1 HSS Officer and 3 HSS Assistants / Radio Operators - Technical reporting line of 5 HSS Officers (4 in Colombia and 1 in Ecuador), 1 HSS Focal Point for Panama, 1 HSS Officer of NRC-led emergency response consortium and security focal points in each office |
| Stakeholders: | <ul style="list-style-type: none"> - UNDSS - Security "Cluster" ("Mesa de Seguridad") in Bogotá - Security staff of other NGOs, agencies - ICRC - Network of embassies - Colombian military & national police - Ombudsman's Office of Colombia (<i>Defensoría del Pueblo</i>) - Unit for care and reparation of victims (UARIV) - Catholic church network / Pastoral Social (Caritas Colombia) |
| Budgets: | HSS budget |
| Information: | The information resources the post holder is responsible for at CO level: HSS compliance matrix, HORUS (travel authorization system), CO Security Plan, incident tracking in NRC Protect |

Legal or
compliance:

Security compliance

2. Competencies

1. Professional competencies

Generic professional competencies:

- Minimum 5 years of experience from working as a senior HSS Manager in a humanitarian/ recovery context
- Professional qualifications or studies in general management, HSS, risk management or related studies
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Fluency in Spanish and English, both written and verbal
- Valid driver's license

Preferred:

- Experience as a trainer will be an asset, experience with coaching and capacity building
- Experience or qualifications in humanitarian access
- Experience or qualifications in negotiations
- Experience in risk management for implementing partners or remote management

Context related skills, knowledge and experience:

- Knowledge of the Colombian and Latin American context

2. Behavioural competencies

- Handling insecure environments
- Initiating action and change
- Empowering and building trust
- Influencing

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework