

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Security and Safety Manager, CPT
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<b>Classification:</b>	Grade 5	<b>Direct reports:</b>	0
<b>Work location</b>	Nairobi, Kenya	<b>Travel required:</b>	Up to 50%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those whose are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

DESCRIPTION
<p><b>Overall purpose</b></p> <p>The Security and Safety Manager will be GAIN's in-house expert on security and safety and will be responsible for providing advisory services and strategic leadership to GAIN on how to identify, analyse, assess and manage security and safety risks faced by staff, assets and programmes across its offices and locations.</p> <p>The postholder will be responsible for managing the day-to-day Safety and Security Management, and assurance for the organisation including situation monitoring, information sharing and reporting, implementing mitigation measures, reporting, and evaluation.</p> <p>They will also be responsible for implementing and overseeing improved practice in safety and security.</p> <p>Acting as the key focal point for this area, this postholder will focus on the following areas:</p> <ul style="list-style-type: none"> <li>• Advise GAIN Strategic Management Team(SMT) on policy and practice relating to security and safety to ensure that GAIN can discharge its duty of care.</li> <li>• Take the lead in addressing policies, practices and good governance across each office, including developing and implementing a security and safety plan, that addresses context analysis, risk management/mitigation, ensuring annual updates.</li> <li>• Review and advise on existing or proposed security contracts with external consultancy firms.</li> <li>• Manage improved practice in security and safety by commissioning, organizing or providing training, coaching and guidance for all staff. They will be the main focal point for advice to staff travelling. They will advise the security committee in case of serious security threats that may require action.</li> </ul>

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- Act as a secretary of the security committee, planning and conducting regular meetings.
- Support the critical incident management team when this is called into action.

The Security and Safety Manager reports to the Country Programmes Operations Lead (CPOL). They will work closely with all members of the Country Programmes Team (CPT), Country Management Teams (CMT), the Heads of Operations, Heads of Office and the Head of HR.

### Tasks and responsibilities

#### Strategic Development and Implementation of security and safety policy and practice

- Lead on the development, implementation and oversight of GAIN's operations, policies and procedures and guidelines in the areas of security and safety policy and practice to support staff safety and security, informed by good practice and professional standards.
- Advise and provide guidance, support and recommendations to Heads of Operations on how to implement safety and security measures when a new office is being opened (in an existing or new GAIN country)
- Manage the design of good processes for travel risk assessment and security. Build and maintain networks with other security staff and organizations to obtain information which can be analyzed to better understand the security environment. Manage and maintain the update of all Country Security Plans and conduct yearly audit of these plans with the CMT.
- Collaborate with CPT-Core Unit colleagues to build and manage a simple tracking system to help CMTs and the Director CPT track progress and the timely updating of security documents, including the Global Security Policy.
- Advise on GAIN's insurance for travel and security.
- Contribute to building successful ways of working, across cultures. Uphold and live GAIN values.
- Understanding of and commitment to adhering to equity, diversity, gender, safeguarding and staff health and wellbeing principles.

#### Manage and build capacity, raise organizational awareness and improve practice.

- Guide teams through the development of appropriate Country and Project Security & Safety Plans.
- Train and coach Heads of Operations/Heads of Office on how to manage safety or security situations.
- Coach and mentor Country Management Teams on a range of security and safety issues with the aim to provoke thought and discussion amongst staff about the procedures that should be established to reduce risk and manage incidents in their specific situations.
- Develop awareness and understanding of the wider security context across GAIN to help staff develop appropriate reactions and behaviours in times of crisis.
- Develop and deliver capacity through the regular training and mentorship of staff and assist and provide guidance to the security focal points.
- Develop and manage a regular security induction schedule for new joiners.
- Contribute to ensure good safeguarding practices across GAIN.

#### Secretary of the Security Committee

- Keep the security committee updated on any significant developments that could affect the security of teams.
- Contribute and advise on the update of the GAIN Global Security Policy when required.

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- Initiate and take the lead on regular meetings, develop the agenda, minute the meetings and ensure follow-up actions are taken.
- Play a key role during critical incidents for information and advise.

### Key organisational relationships

- Reports to the Country Programmes Operations Lead.
- Country Programmes Core Unit (CPT -CU), working closely with all members of the team.
- Collaborates closely with Heads of Operations/Heads of Offices and the CMTs.
- Security Committee.
- Head of HR.
- Safeguarding team members.
- Regular engagement with colleagues across GAIN.

## JOB REQUIREMENTS

### Competencies

- Clear and systematic thinking demonstrates innovation, strategic thinking, good judgment, expert problem-solving, analysis and creativity.
- Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. Treats all individuals with respect; responds sensitively to differences and encourages others to do the same.
- Upholds and champions organizational and ethical norms and standards in safety and security.
- Maintains high standards of trustworthiness.
- Role model for diversity and inclusion.
- Ability to build and foster long-term, effective partnerships and lead, develop and motivate services/teams in a challenging and changing environment.
- Good representational and training skills
- Strong interpersonal skills with excellent written and verbal communications.
- High level of professionalism and integrity
- Excellent MS Office skills, Experience using cloud-software such as SharePoint and Customer Relationship Management software (Salesforce).
- Proven ability to undertake Security Risk assessments.
- Ability to formulate and communicate analysis of a changing security environment and educate on best practice.
- Proven skills in concise and succinct report writing.
- Strong leadership skills.

### Experience

- Proven senior experience in security and safety management in an international organization.
- Experience in facilitation, delivering and developing security and safety training.
- Experience in working with Senior Management Teams.
- Understanding and some experience or knowledge in context analysis and consequences of social unrest and conflict in a humanitarian setting
- Experience of managing risk, security and safety in countries in Africa and/or Asia
- Demonstrated success in building strong working relationships with internal and external stakeholders.

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<ul style="list-style-type: none"> <li>• Experience convening and facilitating meetings with internal stakeholders</li> </ul>
<b>Education</b> <ul style="list-style-type: none"> <li>• Minimum degree level qualification related to political sciences, international development, organizational design and development, programme management or suitable equivalent.</li> <li>• Certificate or diploma in security management, desirable.</li> </ul>
<b>Other requirements</b> <ul style="list-style-type: none"> <li>• Flexible, with a willingness and ability to travel up to 50% in the first year, and up to 25% thereafter.</li> <li>• Fluent in English (written and spoken). French would be an added advantage.</li> </ul>

WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• A competitive remuneration package.</li> <li>• Flexible working hours through hybrid working opportunities.</li> <li>• Friendly working environment.</li> <li>• Professional development opportunities.</li> <li>• The chance to make a lasting contribution to reducing global malnutrition.</li> </ul>