

**Peace Corps El Salvador Vacancy Announcement**

**Safety and Security Manager**

One or more positions available, depending on need and availability of funds

POSITION: Safety and Security Manager

OPENING DATE: October 29, 2023

CLOSING DATE: November 26, 2023

The United States Peace Corps in El Salvador is seeking qualified individuals in the field of International Development to serve as a full-time Safety and Security Manager in our main office in San Salvador. This vacancy may be used to fill multiple positions.

Starting salary of $30,513 annually, depending on qualifications, inclusive of annual fixed benefits, (meal allowance, benefits allowance, annual bonuses).  Health insurance and retirement benefits are also provided.

**Minimum Qualifications and Requirements:**

* Current Salvadorean citizen, resident, and/or work permit
* A high school diploma is required, a college degree is preferred.
* Experience with safety and security programs of Peace Corps, similar NGO development organizations, or relevant professional security or law enforcement experience.
* At least 25 years of age, and in possession of a valid driver’s license for at least 5 years.
* Professional fluency in Spanish and English. Professional fluency will be considered as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country. Language tests may be administered to verify ability.

**The full Statement of Work is included for review on pages 2-8**

Interested applicants for this position must submit ***all*** of the following information by email in order for their application to be considered:

1. A completed Application Form (pages 9-13), including three professional references
2. A resume or CV
3. A cover letter

All documents must be in English and submitted to [SV-Vacancies@peacecorps.gov](mailto:SV-Vacancies@peacecorps.gov) Attention: Contracting Officer. In the subject line of your email, please use the following format: *Position for which you are applying your full* *name. E*xample: ***SSM\_ Application John Brown.*** Only complete applications received according to the above instructions will be considered, and only short-listed candidates will be contacted. The United States Peace Corps is an Equal Opportunity Employer.



**Safety and Security Manager**

The role of the Safety and Security Manager (SSM) is to support security-related functions (i.e. site inspection and selection, Volunteer site visits, emergency planning, incident response, etc.) that are critical to post operations and Volunteer support. The Office of Safety and Security provides technical oversight of security related matters and SSM professional development. The SSM reports to the Country Director (CD) who manages day to day workload.

The SSM has primary responsibility for managing appropriate safety and security systems and procedures in compliance with MS 270 and other policies, and develops risk mitigation and response strategies to implement the Post security program. The SSM is responsible for reporting non-compliance with MS 270 to the CD.

Under the direct supervision of the CD, the SSM may also be the contact point with the Peace Corps Safety and Security Officer (PCSSO), Regional Security Advisor (RSA), Embassy security officials, and local law enforcement agencies in carrying out the responsibilities designated below or as directed by the CD.

Technical review, evaluation and training will be conducted during PCSSO visits and through review of reports submitted and other materials produced.

**Qualifications**

The SSM must at a minimum possess the following skills and abilities to effectively carry out the duties of the position:

Required Qualifications:

* Experience with safety and security programs of Peace Corps

– OR –

* Experience with safety and security programs of similar NGO/development organizations

– OR –

* Relevant professional security or law enforcement experience

-AND-

* Ability to develop and maintain effective working relationships with other organizations, including local law enforcement, criminal justice, emergency management and other NGO/development agencies;
* Ability to analyze crime trends and other risks and propose mitigation strategies;
* Demonstrated organizational and communication skills;
* Demonstrated English proficiency, both written and oral (proficiency will be defined as comparable to C1 on the CEFR scale, a TOEFL score of at least 95, or a degree from an English speaking country);
* Demonstrated local language fluency;
* Ability to work with Microsoft Office Suite, and other basic computer knowledge;
* Ability to conduct training and give presentations, in both English and a local language;
* A high school diploma (or local equivalent); college degree preferred.
* At least 25 years of age, with a valid drivers license for at least five years

**Responsibilities**

**1. Supports and Verifies Safety and Security Policy Implementation:**

Provides administrative support and verification that adequate systems are functioning to support Volunteer safety and security in accordance with Peace Corps Manual Section (MS) 270, *Volunteer/Trainee Safety and Security*. This should include, but is not limited to:

a. Establishes and monitors post’s system to collect site locator form information for the Volunteer Information Database (VIDA), updates the information as needed and controls for accuracy.

b. Collaborates with programming staff to develop and monitor a system for site history data.

c. Collaborates with programming staff to develop site selection criteria, protocols and a system to ensure that all Volunteer sites have been properly evaluated and documented.

d. Participates in the annual completion of the safety and security section of the *Administrative Management Control Survey* (AMCS) and shares results with PCSSO.

e. Ensures that a system is in place to monitor Volunteer/Trainee whereabouts.

f. Ensures that an emergency communication system is in place that allows Volunteers and staff to communicate in a timely and effective manner in cases of emergency.

g. In cooperation with other Post staff, regularly updates and monitors safety and security data in VIDA (i.e. emergency contact information, EAP events, etc.).

h. Under direction from the CD, ensures critical PCSSO and/or RSO recommendations are adequately addressed within the timeframe/deadlines outlined.

**2. Coordinates Safety and Security Training:**

a. In collaboration with the Director of Programming and Training or equivalent, participates in the design, development and delivery of safety and security related Pre-Service Training (PST) and In-Service Training (IST) sessions. Collaborates with senior staff to ensure appropriate safety and security training is provided to post staff.

b. Under the technical supervision of the PCSSO, works with the Training Manager to ensure that all safety and security learning objectives are integrated into Pre-Service Training/In-Service Training (PST/IST) and successful completion is documented.

c. Regularly provides staff safety and security briefings/orientations to ensure that they understand roles and responsibilities with respect to safety and security; conducts emergency preparedness training as appropriate.

d. Provides an overview of Peace Corps’ approach to safety and security and relevant, Post-specific, security concerns/considerations during training-of-trainer (TOT) events.

e. Trains a back-up to assist with safety and security responsibilities during a crisis or when the SSM is unavailable.

**3. Supports Home-Stays and Site Identification:**

a. In coordination with programming and training staff, establishes that safety and security criteria for the selection of home-stay families. When appropriate, participates in the development and delivery of home-stay family orientation.

b. Visits sites with conspicuous safety and security concerns as needed to recommend for or against final approval (e.g. areas of high crime or risk of natural disaster), or to identify mitigation strategies.

c. Under the technical supervision of the PCSSO, collaborates with the programming staff and Peace Corps Medical Officer (PCMO) to develop Volunteer site and housing criteria and verifies that PCV sites and housing has been inspected and approved prior to occupancy.

d. Ensures GPS coordinates are maintained in VIDA for Volunteer sites, consolidation points and other key locations in accordance with Agency procedures. Ensures that GPS data is kept up-to-date based on changes in Volunteer placement. Trains staff on the use of GPS equipment (if applicable) to ensure that any staff involved in site identification and Volunteer visits can capture GPS data.

e. Compiles documentation on disaster-prone areas and ensures that programming staff are aware of that information as part of the site identification process and the approval process of Volunteer housing.

f. Works with appropriate staff in mapping Volunteer sites and consolidation points.

**4**. **Manages Incident Reporting and Response:**

a. FOR SEXUAL ASSAULTS - as part of the designated staff at post, manages the security and non-medical follow-up for Volunteer incidents of sexual assault, including but not limited to:

i. Assuring that the Volunteer or other Volunteers are safe from imminent or serious threat and taking immediate action to remove victim or others if a serious or imminent threat exists.

ii. Communicating with the Designated Security Specialist for guidance when required and according to the notification protocol.

iii. Protecting the confidentiality of information surrounding the sexual assault.

iv. Coordinates with the Office of General Counsel on the hiring of an attorney to advise a Volunteer on the legal process (when necessary).

v. Conduct post-incident assessment to identify any ongoing threats or security concerns and mitigation strategies.

vi. Participates in agency Coordinated Agency Response System (CARS) calls when needed.

vii. Makes logistical arrangements for Volunteers (e.g. hotel or travel arrangements.)

viii. Assists in developing a safety plan in collaboration with the Designated Security Specialist and the Victim Advocate.

b. FOR ALL INCIDENTS - Ensures that reportable incidents are communicated to the CD in accordance with policies and procedures; serves as the point person for completing incident reports in the *Security Incident Management System* (SIMS) per the appropriate guidelines.

c. Under the technical supervision of the PCSSO, collaborates with the CD and PCMO to develop reporting, response and follow-up procedures for Volunteer incidents; supports delivery of appropriate support services to victims in a timely manner such as:

* Providing immediate, direct, and follow up support to a PCV in the event of an incident or security situation, as directed by the CD;
* Referring PCV to necessary medical and emotional support;
* Assisting PCV to file a police complaint and attending investigative meetings, court hearings or trials;
* Reevaluating the Volunteer’s site and/or home;
* Providing additional personal safety training or support; and
* Disseminating relevant information.
* d. As part of Designated Staff:
* In years where annual sexual assault training is in person, plays a leadership role in the training provided for all staff
* Participates in the Designated Staff quarterly meetings
* Takes part in the bi-monthly Case Management Review Meetings

**5**. **Advises on Safety and Security Policy and Program:**

a. Under the technical supervision of the PCSSO, makes recommendations to the Country Director for changes in training and program policy and procedures as they relate to Volunteer safety and security based on changes to the security environment at post.

b. Under the direction of the PCSSO, participates in the Legal Environment Survey and subsequent revisions to accurately advise the CD and PCVs when crime incidents occur.

c. In collaboration with the CD, assists in developing a plan for implementing PCSSO visit recommendations. This plan will be reviewed by the PCSSO and coordinated with the RSA. Provides regular updates on implementation progress and/or challenges to the CD and the PCSSO.

d. In collaboration with the CD and under the technical supervision of the PCSSO, prioritizes and executes improvements to post’s safety and security systems.

**6. Prepares for and Responds to Emergencies:**

a. Serves as the main technical advisor to the CD and senior staff at Post during an emergency situation.

b. Coordinates the testing of the EAP with Volunteers and staff at least once per year in accordance with the Agency’s EAP testing guidelines. In collaboration with other staff, prepares a written report of the results of the EAP test and submits it to the PCSSO for review before distribution to other relevant parties.

c. Under the direction of the CD and the technical supervision of the PCSSO, coordinates an annual risk assessment and review of the EAP. Ensures that revisions to the EAP are made as needed.

d. In coordination with the CD/DMO/RSO/PCSSO, ensures that office emergency drills are conducted according to applicable guidelines.

e. Under the technical supervision of the PCSSO, develops criteria for the selection of consolidation points and/or regional transit houses and ensures that the sites chosen comply with the criteria. Reviews EAP consolidation point information for accuracy

f. Tests security equipment such as satellite phones, radios and other emergency devices periodically. Routinely trains users on the operation of all emergency equipment.

**7. Acts as Safety and Security Liaison:**

a. Establishes and maintains open communication with both the PCSSO and the RSA, informing them of both problems and progress in the country, such as major incidents, changes in crime data and other information on new policies or programs affecting safety and security.

b. Develops and maintains contact with Embassy security staff and local law enforcement to obtain crime updates and information needed for assessing the security environment of Post, and to foster relationships that can be leveraged during emergency situations or in response to crime incidents.

c. Serves as post's primary safety and security contact/intermediary with other non-governmental organizations, volunteer organizations (e.g., VSO, JICA/JOCV, SNV, UNV, etc.) and other development agencies.

8. **Analyzes Crime Trends:** Conducts annual crime trends analysis; shares results with staff and Volunteers as appropriate; and coordinates modifications of post’s safety and security program based on findings. Submits annual trends analysis to the Office of Safety and Security (i.e., PCSSO) and Region (i.e., RSA).

9. **Shares Information:** Develops and maintains a legible and orderly system for collecting, compiling, and disseminating pertinent safety and security information to be made accessible to appropriate Post staff and Volunteers as required, including, but not limited to:

a. Travel warnings and policies (including Post travel/transportation policies);

b. Safety and security information for visiting PCVs;

c. Notices to staff and Volunteers about security concerns;

d. Alerts to Program Managers and other staff about site-specific security concerns.

10. **Develops Resources and Policy:**

Develops and organizes safety and security resources such as manuals, handbooks, leaflets, pamphlets, slides, videos, and memos and makes their contents and Peace Corps policies known to staff and Volunteers.

11. **Coordinates Duty Officer Program:**

In collaboration with the CD and PCSSO, coordinates post duty officer system. Trains designated duty officers on their roles and responsibilities for responding to and reporting of incidents.

12. **Other Duties as Assigned:**

May perform other safety and security duties as assigned by the Country Director following consultation with and concurrence of the PCSSO or the Office of Safety and Security.

Occasional Money Handler/Holder: May be designated as an occasional money handler/holder (OMH) if assigned by the Director of Management and Operations. As an OMH, may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training site(s), or other locations as directed by the Overseas Contracting Officer (OCO). May also be requested to courier cash to Peace Corps Trainees or Volunteers. The Contractor will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the Contractor will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the OCO. (See OFMH 13)

13. **COVID-19 and Other Flexibilities:**

If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/El Salvador, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

**Logistics**

The duty station for this position will be the Peace Corps El Salvador main office in San Salvador, with occasional travel required throughout the country or internationally. The basic full-time work week is 40 hours per week, Monday through Friday. This position may require work in the evenings, weekends and holidays in unusual circumstances.



**Peace Corps/El Salvador**

**JOB APPLICATION FORM**

***Responses must be typed onto this form, and only complete applications will be considered***

**Section 1**

1. **JOB INFORMATION**

**Vacancy Position Title:** Safety & Security Manager

1. **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Email Address** |  |
| **Address** |  |
| **Phone numbers** |  |

1. **EDUCATION**

Complete the following information for all high schools and universities attended, beginning with your most recent:

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

|  |  |
| --- | --- |
| **School Name** |  |
| **City and state/province** |  |
| **Major (if applicable)** |  |
| **Type of degree/diploma received** |  |
| **Date degree/diploma received** |  |

*(add additional schools as-needed)*

1. **WORK EXPERIENCE**

Complete the following information for all related work experience over the past 10 years *(paid and non-paid)*, beginning with your most recent.

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

|  |  |
| --- | --- |
| **Employer’s Name & Address** |  |
| **Job Title** |  |
| **Hours per week** |  |
| **Starting Date (Mo & Yr)** |  |
| **Ending Date (Mo & Yr)** |  |
| **Total Time (MM/YY)** |  |
| **Duties and accomplishments** |  |
| If this is your current employer, may we contact your supervisor? **□ Yes □ No** | |
| If yes, please provide your supervisor’s name and phone number: |  |

*(add additional work as-needed)*

1. **OTHER QUALIFICATIONS**

Please list any **job-related training courses** including titles and dates, skills, (e.g., foreign languages, computer knowledge, typing speed), as well as any **job-related certificates, licenses, honors and special accomplishments**:

**Section 2**

*Please read each of the following questions carefully and answer yes or no:*

1. Have you ever served as an applicant or Peace Corps Volunteer (including Response), or as an officer (USDH, PSC, or FSN), if yes, identify the position or job title, including the type of employment, title, start and end dates of your employment.

**\_\_\_ Yes \_\_\_ No**

1. Do you have a High School diploma?

**\_\_\_ Yes \_\_\_ No**

1. Do you have progressively responsible experience in safety and security programs with Peace Corps or a similar NGO/development organization; or, do you have professional security or law enforcement experience ?

**\_\_\_ Yes \_\_\_ No**

1. Are you at least 25 years old and have you had a valid Salvadorean Driver’s License for at least the past five years?

\_\_\_ **Yes** \_\_\_ **No**

1. Do you have professional fluency in both Spanish and English?

**\_\_\_ Yes \_\_\_ No**

*If you answered “yes” to all of the questions above, please complete the next section. Please read each question below carefully and ensure that your response sufficiently demonstrates your qualification and suitability for the position. Please note that answers will require more than a “yes” or “no” response; please go into as much relevant detail as possible.*

1. Describe in detail your professional experience with security programs and law enforcement.

**Response:**

1. Discuss your experience working both independently and as a team member, including the challenges of each and how you overcame them.

**Response:**

1. Describe the computer programs you are comfortable using.

**Response:**

**Section 3**

Provide the name and contact information of three (3) professional references, one of which should be a current or former supervisor:

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email address** |  |
| **Phone numbers** |  |

*This application form must be sent along with your cover letter and resume for consideration.*