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| **Position Title:** | **Security Supervisor** |
| **Position Number:** | **3002** |
| **Reports To:**  | **Facility Manager** |
| **Project Worksite:** | **Central Office** |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

Responsible for the overall management and implementation of the organization’s security policies at the PREVAIL network sites. Support leadership in developing and managing the organization’s safety and security strategy and policies to ensure high performance of project/portfolio implementation Work across existing and new programs to ensure consistent safety procedures are followed at all sites. Conduct training on site for security staff and facilitate development and implementation of country security management plans.

**Description of Responsibilities:**

* Produce, roll out and maintain updated security management planning policies for field staff, ensuring compliance to the organization’s global safety and security standards. Establish and ensure that all security management components including incident reporting and trend analysis inform program design, implementation, staff movement, and contingency responses.
* Construct a communications infrastructure for the site and/or project. Work both internally and externally to ensure the organization’s mission and work in the region is known and accepted.
* Identify, establish and manage context-appropriate approaches to assure facilities are secure. Compile and submit security reports that track incidents and trends within the country.
* Assist the field offices in developing and overseeing the day to day conduct of office security program, ensuring adequate responses to security incidents both natural and man-made. Ensure all incidents and accidents are followed up with a timely written report.
* Conduct fire and life safety training for all staff. Perform fire safety and office evacuation drills periodically.
* Conduct onsite training for staff in the field of safety including personal safety, emergency evacuations, travel safety, relocation and evacuation.
* Conduct hotel assessments for a visitor safety and security approval process; provide security briefings to staff and visitors. Ensure plans for tracking visitor arrival, departure and accommodations
* Conduct periodic briefing to Leadership/Managers and all staff keeping them apprised of any security developments and/or risks that may affect the organization’s operations and make recommendations to minimize risks.
* Plan for both security and medical evacuation for all locations and develop evacuation plan including roles, relocated staff, collection points, routes etc.
* Provide guidance and oversight to direct report(s) including the management of workload, special projects, performance management, salary review and career development.

Skills:

* High level of experience, ready to learn developing security related technical tools guidelines and systems as well as able to work under minimal supervision
* Initiates and facilitates changes to improve security services through effective communication, collaboration and interdisciplinary problem solving.
* Ability to gain a precise understanding of the various local, regional, country and international policies, operational positions and interactions, providing clear dynamic briefings and analysis of given and unfolding security and political situations when they occur.
* Strong assessment, evaluation, analysis and strategic planning skills.
* Demonstrated ability to manage and work under stressful conditions.
* Understanding of the political, contextual, and ethical issues in assigned areas.
* Excellent oral and written communication skills.
* Must be able to read, write, and speak fluent English.

Leadership Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education:** Bachelor's Degree or its International Equivalent in Criminal Justice, Homeland Security, Security Administration or Related Field.
* **Preferred Job-related Experience:** At least 5-8 years designing and coordinating security for international organizations working in high risk contexts.
* **Additional Eligibility Qualifications**: ASIS Certified Protection Professional (CPP) designation preferred

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** LiberiaRecruitment@fhiclinical.com

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application