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| **Position Title:** | **Head of Security** |
| **Position Number:** | 3003 |
| **Reports To:** | Security Supervisor |
| **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:**

Provides technical security expertise to the PREVAIL Network at various Site Locations. In management role, serves as lead to Security team as they plan, develop, direct, and coordinate effective security programs designed to identify and mitigate risk to employees, leadership, visitors and material assets at multiple operating locations. Serves as the primary advisor to Site personnel regarding security matters.

**Description of Responsibilities:**

* Manages, and coordinates security programs to address a variety of issues including privacy, physical security, investigations, regulatory compliance, illicit trade, and ensuring that programs meet appropriate regulatory guidelines
* Responsible for managing of security professionals and vendors to safeguard the company's assets, and intellectual property, as well as the physical safety of the employees and visitors.
* Assists with identifying security and related goals, objectives and metrics consistent with corporate strategic plan. Prepares risk and threat assessment reports and recommendations to senior management. Develops and establishes security policies and procedures.
* Provides advice and counsel to management on matters relating to employee and property safety and security. Compiles, submits records and reports as required reflecting and recording departmental activities.
* Complies with all applicable laws, statutes, or standards from regulatory and accrediting agencies. Investigates risk management and public relations issues.
* Supports performance management and professional development of direct reports, including ongoing feedback, coaching, and career support.
* Manages unit goals and activities in conjunction with sound security and management concepts.
* Stays abreast of social, cultural, legal and criminal issues, nationally and internationally, and their impact on the organization and its business.
* All other duties as assigned.

**Skills**:

* Strong knowledge of current and emerging security practices, document control, and physical security.
* Ability to develop, administer and evaluate security training.
* Ability to plan, coordinate and direct the work of others in discharging the protective services mission.
* Ability to work with external agencies including governmental and international agencies.
* Ability to work effectively in a team environment and communicate clearly with all departments.
* Excellent oral and written communication skills.

**Management 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:** Degree in Criminal Justice, Security Administration or another related field.
* **Preferred Job-related Experience:** At least five years of relevant experience. Minimum of 1-2 years of experience in managing staff.
* **Additional Eligibility Qualifications: Must be able to read, write and speak fluent English*.***

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 by email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

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