



Country Safety Manager



Who are we?

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

DRC has been operating in the Middle East (ME) region for over a decade, running a combination of emergency, livelihood, protection and advocacy programmes through Country Offices (COs) in Yemen, Syria, Iraq, Jordan, Lebanon and Turkey with a Regional Office (RO) in Amman.

DRC Yemen's response

Throughout its nine field offices and a workforce of 450 staff, DRC upholds its main programmatic objectives to provide immediate and life sustaining assistance, to strengthen the protective environment, reduce displacement related risks and vulnerabilities by promoting self-reliance at household and community level.

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APPLY FOR POSITION

Application due:
1/31/2024

Workplace:
Sana'a

Department/Country:
Yemen

Contract type:
National contract

Homepage:
drc.ngo

ABOUT DRC

About the job

The Safety Manager oversees the implementation of DRC's Safety Risk Management System (SRMS) in Yemen. This encompasses monitoring the safety situation at DRC's operational hubs across the country, implementing effective safety risk management solutions, and analyzing safety-related developments. In addition, the Safety Manager is responsible for rolling out contextualized Safety training. The position will be based in Sana'a, with frequent travel to All field offices when relevant.

Duties and Responsibilities**Safety Risk Management:**

- Oversee the implementation of the Safety Risk Management System (SRMS) and corresponding tools, procedures, and mitigation measures in consultation with the Regional Safety Coordinator.
- Ensure Safety-related procedures are presented in a comprehensible manner to DRC Yemen staff to enforce a Safety culture that is accepted and appreciated by employees.
- Facilitate Safety Risk Assessments (SRAs).
- Drive the design and implementation of Standard Operating Procedures (SOPs) related to the safe implementation of program activities.
- Maintain relevant safety documentation, data, and records for the areas of concern.
- Be responsible for the implementation of context-specific Minimum Operating Safety Standards (MOSS) and regularly assess the physical safety of DRC facilities and accommodations.
- Apprise the Safety Level System (SLS) in coordination with Safety Assistants.
- Consolidate the Critical Incident Management Plan (CIMP).
- Monitor the evolving situation in the area of DRC programming in coordination with other actors and Safety Officers.
- Management and tracking of DRC staff movements (domestically and internationally) in coordination with Safety Officers.
- Provide safety risk analysis during the project development process.
- Provide safety briefings and orientations to all new and visiting DRC staff.
- Advise on the procurement of Safety-related equipment, facilities and other resources.

Coordination, Supervision, Training and Incident Response:

- Coordinate Safety operations in DRC's areas of operation and synchronize the work of all country-based Safety professionals.
- Participate in DRC-internal coordination meetings to cover the Safety component, including but not limited to SMT meetings, grant review sessions, etc.
- Represent DRC at external Safety coordination meetings with INGOs, UN agencies and other humanitarian actors.
- Mentor and provide technical supervision to all dedicated DRC Yemen Safety employees as well as part-time Safety and access focal Points.
- Provide demand- and policy-driven Safety training and participate in regional training initiatives in coordination with the Regional Safety Coordinator.
- Be an essential part of DRC Yemen's critical incident management, provide timely and accurate incident reports/analysis, and support organizational lessons learned.
- Direct immediate responses to incidents and support staff in the process.
- Brief IMT members on their responsibilities and ensure alternate members are available and briefed
- Develop the capacity of Incident Management Teams by regularly conducting drills.
- Maintain a DRC Yemen communication tree, including but not limited to WhatsApp Safety alert messages.

Quality assurance of safety-related policies, protocols, procedures, and regulations, including:

- Regular SRA, MOSS & SLS audits of all Programme areas.
- Assess the implementation of physical and asset protection protocols and regulations
- Ensure that appropriate access controls are in place for all DRC facilities as per the SOPs
- Conduct regular site assessments and advise on mitigation measures.

Key Responsibilities (Liaisons)

- Act as the main focal point in obtaining visas (visit or business), residence visas, work permits, and other documentation required by DRC staff and visitors.
- Monitor the visas record and follow up with the team to request or renew visas.
- Support the Country Director to ensure that MOPIIC and SCMCHA sub-agreements are processed in a timely manner and that all documentation and process requirements relating to DRC's registration are effectively met.
- Establish a network of contacts with relevant government offices, including MOPIIC, SCMCHA, NSA, Immigration, and other units, and represent DRC at safety meetings, including active participation.
- Coordinating with governorates level authorities for high-level meetings.
- Managing the road travel permits for Expats traveling inside the country and acting as the main focal point during emergencies.
- Build strong required relations with government entities to ensure safe and smooth implementation interventions.

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO. We have continuously been ranked as one of the best NGOs in the world - and are one of the few with a specific expertise in forced displacement. In over 40 countries, we protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

- Receiving generalizations circled by the authorities and sharing them with CD for discussion and response.
- Assisting in drafting project reports, annual reports, and submission to the authorities in a timely manner.
- Raising to CD's attention any requests from local authorities for discussion and feedback.
- Carry out other activities as requested by the Country Director.

About you

To be successful in this role you must have:

- 2-4 years of experience in safety & and security within a humanitarian field is required.
- Master's degree or equivalent, alternatively bachelor's degree with vast work experience.
- Participation in Safety training (HEAT, Safety management, first aid, TOT, etc) and corresponding certificates will be viewed favorably.
- Excellent skills in MS Word, Excel, and PowerPoint

In this position, you are expected to demonstrate DRC' five core competencies:

- **Striving for excellence:** You focus on reaching results while ensuring an efficient process.
- **Collaborating:** You involve relevant parties and encourage feedback.
- **Taking the lead:** You take ownership and initiative while aiming for innovation.
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** You act in line with our vision and values.

Moreover, we also expect the following:

Languages:

- Arabic (native speaker)
- English (fluent)

Key stakeholders: (internal and external)

Internal

- All DRC staff including SMT
- Regional Safety Coordinator

External

- Different Local Authority
- Other NGOs & UN agencies
- LNGO

We offer

Contract length: one-year contract

Band: F1 manager

Duty Station: Sana'a

Start date: As soon as possible.

Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment.

Application process

Interested? Then apply for this position by clicking on the *apply button*.

All applicants must send a cover letter and an updated CV (no longer than four pages). Both must be in English. **CV-only applications will not be considered.**

Please note that applications sent directly to the email will not be considered.

Applications close on **January 31, 2024**. The Test /interviews are expected to take place as soon as possible.

For further information about the Danish Refugee Council, please consult our website www.drc.ngo



as an employer

By working in DRC, you will be joining a global workforce of around 8000 employees in 40 countries.

We pride ourselves on our:

- Professionalism, impact & expertise
- Humanitarian approach & the work we do
- Purpose, meaningfulness & own contribution
- Culture, values & strong leadership
- Fair compensation & continuous development

DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

If you have questions or are facing problems with the online application process, please visit drc.ngo/about-us/job-and-career/support-for-job-seekers.

Danish Refugee Council is an equal opportunity employer and we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status. We have a strong ambition to further enhance the diversity of our workforce and our goal is to achieve 50% gender balance and at least 50% representation of national staff in management roles. We acknowledge the importance of fostering a diverse and inclusive team to successfully achieve our organizational goals and positively impact the communities we serve.



About DRC

DRC Dansk Flygtningehjælp

03:07

Apply for position

