

Role Description – Temporary Assignment

SECURITY OFFICER CONSULTANT- 100% (STARTING ASAP – 6 MONTHS RENEWABLE)

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Role description

Summary

The security Team provides appropriate information and measures for staff safety and security and support the HR Department for health and safety at work.

As part of this mandate, the security team is highly critical to safeguarding the organization and its staff both at the Global Health Campus (GHC) and when travelling on mission, particularly at times of increasing threats in ensuring that adequate security and safety policies and procedures are in place and implemented in order to minimize risks and liabilities for the organization.

Under the oversight of the Senior Security Officer, the Security consultant is responsible for providing support to ensure that the organization applies best standards and processes in respect to Duty of Care vis-à-vis its staff and the protection of the organization in relation to the new ways of working in a post Covid-19 environment

This function falls under the Global Fund obligation to build a broad culture addressing the health, safety, security and well-being of employees and other related collaborators to the business. To do so, the organization is expected to develop and deploy appropriate travel risk management approaches to protect people from possible harm.

Key Responsibilities

Reporting to the Senior Security Officer, Administration Team, security consultant will:

- Support building and enhancement of a robust Safety and Security framework in line with the concept of Duty of Care and related moral and legal obligations of the Global Fund Secretariat, to its employees and contractors, and to maintain their security and safety when working at the GHC
- Assess the risks and threats to the security of the GHC, staff, visitors and property, applying recognized methodologies, and recommend the appropriate operational and technical measures to the Senior Security Officer;
- Propose, draft, and implement the GHC security and access control procedures in line with the security concept for headquarters. Organize and conduct periodic assessments of security measures and equipment. Advise on gaps in security preparedness and recommend improvements and solutions. Ensure procedures are updated in line with evolving ways of working at the GHC;
- Supervise the security guards, provide daily guidance, establish and track individual training plans and conduct performance evaluations. Monitor and coordinate the outsourced guards' contractual and invoicing arrangements; oversee performance and quality control of services rendered; update duties and terms of reference when required.
- Provide information on fire safety and first aid requirements, procedures and operational instructions to GHC security guards;
- Coordinate the initial response to security incidents and escalate when required. Analyse and make recommendations based on lessons learned. Draft detailed reports and keep relevant statistics reflecting the security situation at headquarters, including accidents and incidents;
- Propose an annual security and safety training programme. Arrange for training to be conducted, either in person or by a third party and organize practical exercises to test emergency procedures during simulated emergencies;
- Plans and manages the effective provision for fire and general safety emergency procedures. Provides training for, and supervision of all emergency responses including initial response for first aid, fire, evacuation and premises wardens.
- Responsible for the operational performance of all security and safety systems and procedures including fire detection, fire sprinklers, and fire suppression equipment;
- Support the Global Fund's response in case of crisis and emergencies related to security, in line with the Crisis management plan;
- Conduct risk assessments and consolidate recommendations to minimize health and safety at work issues, accidents and injuries and support HR for the production of reports;
- Assist when needed the Senior Security Officer in travel security matters including the approval processes, mission planning and other field security activities.
- Act as Officer in charge for security in the absence of the Senior Security Officer.
- Perform other duties as required

Key metrics

- Duty of care strategy is timely produced and updated for MEC review and endorsement
- Compliance with policies is reviewed and deviation are dully reported to Management
- Metrics as formalized and updated in the Performance & Accountability framework

Key internal relationships

- All Global Fund managers and staff
- Support HR Department in connection with health and safety at wo

Key external relationships

- All Global Fund employees at all levels within the organization
 - GHC security provider
 - GHC partners
 - Other service providers in the area of travel, staff safety and security and occupational health and safety
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3. Candidate profile

Qualifications

Essential:

- University degree in Safety and Security Management or an equivalent qualification, social, international relations, government or law, or military/police academy degree,

Desirable:

- Project Management certification. Business Continuity Management qualification. MA degree in public or business administration, social or political sciences, international relations, government or law, or military academy degree
- Fire safety diploma CFST or equivalent.

Experience

Essential:

- Relevant professional experience in security management level
- Comprehensive knowledge and training of fire safety and buildings risk management including Swiss or European fire safety standard.

Desirable:

- At least 6 years relevant professional experience in security management Experience with a similar size and multi-cultural organization and good knowledge of the Geneva environment.
- Crisis management proficiency training.
- Excellent communication skills.
- Very good interpersonal skills, ability to establish and maintain good working relations.
- Ability to independently plan, organize and implement work assignments, and to identify priority activities and adjust priorities as required.

Competencies

Technical competencies

- Demonstrated knowledge and use of standard computer software. i.e., MS Office tools, Word, Excel, PowerPoint
- Experience in developing online training, as well as face to face for nonspecialist audience(s).
- Budgeting and project management experience.
- CPP (Certified Protection Professional) or similar standards from the not-for-profit sector (UNDSS SCP)

Languages:

An excellent knowledge of English and preferably a good working knowledge of French.
Knowledge of other languages would be an asset.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com
