



The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title:	Safety & Security Coordinator (SSC)
Responsibility level:	Grade 6
Contract duration:	One year, after probation
Report to:	Operations Manager (under Global Security Team)
Duty station:	Yangon, with frequent field travel
No of Persons:	One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the centre of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary

The Safety & Security (S&S) coordinator oversees developing, implementing, and monitoring an effective strategy to mitigate risk, maintain operations continuity, and secure all employees' safety and security. The SSC will be the primary focal point on all safety & security-related matters. S/He will be responsible for putting policies and standards related to the safety & security of the staff members, field facilities, assets, and program activities and ensuring that security protocols and mechanisms are in place to address country programs' unique security challenges. S/He will provide technical support in developing and maintaining Myanmar's context-specific field security plans.

Key objectives

- Conduct situational analysis and provide recommendations regarding country-wide or area-specific security for day-to-day operations and strategic decision-making.
- Implement LWF S&S management system and align with the Myanmar context.
- Ensure that LWF staff are knowledgeable and engaged in security protocols to protect LWF assets and people.

They are responsible for the following tasks:

- Ensure that LWF's security protocols are aligned with LWF's global framework, are robust, and reflect contextual threats and risks.
- Ensure the Security framework includes duty of care and staff care standards.
- Ensure that safety and security preparedness and response protocols are incorporated into other standard operating procedures as needed (i.e., Human resource policies, logistics, travel, and others)
- Serve as Security Focal ("SF"), supervising field-level security focal points to ensure security reviews and assessments are completed and reported as required.
- Ensure area teams regularly update and deploy contingency plans based on required indicators (e.g., increasing incidents of risks or escalation of conflict) and take a leading role in guiding a staff relocation, evacuation, or hibernation plan.
- Ensure staff are aware of and adhere to security guidelines and procedures, can identify threats and vulnerabilities, and report incidents and accidents as required.
- Ensure all incidents and accidents are followed up, compiled, and analyzed.
- Visualize security information or incident data using maps either obtained externally or internally developed to support decision-making.
- Analyse and disseminate relevant security information from various sources or networks.
- Participate in safety and security networking meetings organized by INGO Forum, Exera, etc., and disseminate key information to the LWF management team and staff.
- Ensure that each project site's country security plan, evacuation and relocation plan, and contingency plan are updated.
- Ensure the facilitation and maintenance of security pack documentation.
- Effectively alert staff of emergency alerts through phone, SMS, digital app, or other means as needed and handle an 'emergency line' for staff assistance.
- Coordinate with HR to ensure that emergency information is updated, and new staff are aware of safety and security policies and procedures.
- Provide capacity development on security and safety issues to LWF staff.
- Advise and support the Senior Management Team during critical incident and crisis.
- Check security equipment in the Yangon office, interior and exterior office, and environment regularly and ensure it is maintained in field offices by the security focal point.

Job Requirements

Education

- A university degree in a security/safety-related field. Formal safety/security training or demonstrated experience in safety and security management is an added advantage.

Professional requirements

- At least 5 years of practical, relevant experience in Myanmar in a similar role with demonstrated capabilities in planning, organizing, and executing humanitarian security operations.

- Strong negotiation and mediation skills with experience in conflict resolution are essential.
- Ability and willingness to dramatically change work practices and hours in the event of emergencies.
- Demonstrable understanding of humanitarian safety practices and principles and their application.
- High proficiency in using mapping software such ArcGIS, QGIS, or others.
- Strong ability to organize, compile, and utilize data.

Personal requirements

- Must be a Myanmar National
- Excellent interpersonal and communication skills
- Excellent analyst.
- Team player.
- Excellent interpersonal skills.
- Ability to train and willingness to share knowledge.

The Lutheran World Federation (LWF) and its World Service are dedicated to promoting children's rights and ensuring that children's welfare and physical security are recognized, safeguarded and protected in accordance with international standards. Child protection is a central and fundamental aspect of LWF's overall accountability towards affected populations and primary focus groups. Employment is subject to child protection standards including background checks and adherence to the LWF Code of Conduct regarding Sexual Exploitation and Abuse, Abuse of Power, Fraud and Corruption, and the LWF World Service Child Protection Policy.

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter, full CV, copy of NRC, a recent photo, name and contact details of 3 references (one reference must be from current employer), your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women, persons with disabilities and diverse gender identities are encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email to hr.myanmar@lutheranworld.org or at any one of the following Lutheran World Federation Myanmar offices.

LWF- Yangon Office: No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 03rd June 2024; 5:00 pm (MMT)