



## Vacancy Announcement Safety and Security Manager

The United States Peace Corps is a non-political, non-religious organization that will bring Americans to Viet Nam to serve as Peace Corps Volunteers. Volunteers will co-teach English language classes with Vietnamese teachers in secondary schools. The Peace Corps is serving in Viet Nam at the invitation of the Government of Viet Nam and working closely with Ministry of Education and Training with a goal to improve the English language skills of teachers and students. Peace Corps Volunteers commit to two years of service, will live with host families, and will support and co-lead additional school related activities in accordance with the school leadership. A new cohort of Volunteers will arrive each year. The Peace Corps was founded by U.S. President John F. Kennedy in 1961 to promote world peace and friendship.

General information about the Peace Corps can be found on [www.peacecorps.gov](http://www.peacecorps.gov).

**Position Title:** Safety and Security Manager

**Opening Date:** March 26, 2021

**Submission Date for first review:** April 16, 2021, Open until filled

**Area of Consideration/Who may apply:** All applicants must be a naturalized citizen or permanent resident of Viet Nam who are legally able to work within the country.

**Point of Contact:** Peace Corps Human Resources - [PCVietNamJobs@peacecorps.gov](mailto:PCVietNamJobs@peacecorps.gov)

**Market Value/Salary (per annum):** US\$ 20,075– US\$ 30,125 + benefits

**Period of Performance/ Length of Contract/ Work Schedule:** *Definite term – five years/* Monday to Friday (40 hours per week). Peace Corps expects this contract to be continuing in nature for the contractor to perform under a series of sequential contracts, subject to the availability of funds.

**Place of Performance:** Peace Corps Viet Nam, Peace Corps office Ha Noi.

**Security Level required:** Local Security Certificate

### Background information of the position

The role of the Safety and Security Manager (SSM) is to support security-related functions (i.e. site inspection and selection, victim support, Volunteer site visits, emergency planning, incident response, etc.) that are critical to post operations and Volunteer support. The Office of Safety and Security provides technical oversight of security related matters and SSM professional development. The SSM reports to the Country Director (CD) who manages day to day workload.

Under the direct supervision of the CD, the SSM may also be the contact point with the Peace Corps Safety and Security Officer (PCSSO), Regional Security Advisor (RSA), Embassy security officials, and local law enforcement agencies in carrying out the responsibilities designated below or as directed by the CD.

### Qualifications

- Training in or experience in providing support to victims of sexual assault, theft, and other personal crimes
- OR –
- Experience with safety and security programs of similar NGO/development organizations
- OR –
- Relevant professional security or law enforcement experience
- AND-
- Ability to support victims of crime in a professional, sensitive, and victim-centered manner.

- Ability to develop and maintain effective working relationships with other organizations, including local law enforcement, criminal justice, emergency management and other NGO/development agencies;
- Ability to analyze crime trends and other risks and propose mitigation strategies;
- Demonstrated organizational and communication skills;
- Experience working in a cross cultural environment
- Demonstrated English proficiency, both written and oral:
- Demonstrated local language fluency
- Ability to work with Microsoft Office Suite and other basic computer knowledge;
- Ability to conduct training and give presentations, in English and local language;
- High school diploma required; university degree strongly preferred;

### **Duties and Responsibilities / Tasks and Deliverables**

1. Supports Volunteers who are victims of crime according to Peace Corps standard policies and procedures.
2. Supports and Verifies Safety and Security Policy Implementation: Provides administrative support and verification that adequate systems are functioning to support Volunteer safety and security in accordance with Peace Corps Manual Section (MS) 270, Volunteer/Trainee Safety and Security. This should include, but is not limited to:
  - a. Establishes and monitors post's system to collect site locator form information for the Volunteer Information Database (VIDA), updates the information as needed and controls for accuracy.
  - b. Collaborates with programming staff to develop and monitor a system for site history data.
  - c. Collaborates with programming staff to develop site selection criteria, protocols and a system to ensure that all Volunteer sites have been properly evaluated and documented.
  - d. Participates in the annual completion of the safety and security section of the Administrative Management Control Survey (AMCS) and shares results with PCSSO.
  - e. Ensures that a system is in place to monitor Volunteer/Trainee whereabouts.
  - f. Ensures that an emergency communication system is in place that allows Volunteers and staff to communicate in a timely and effective manner in cases of emergency.
  - g. In cooperation with other Post staff, regularly updates and monitors safety and security data in VIDA (i.e. emergency contact information, EAP events, etc.).
  - h. Under direction from the CD, ensures critical PCSSO and/or RSO recommendations are adequately addressed within the timeframe/deadlines outlined.
3. Coordinates Safety and Security Training:
  - a. In collaboration with the Director of Programming and Training or equivalent, participates in the design, development and delivery of safety and security related Pre-Service Training (PST) and In- Service Training (IST) sessions. Collaborates with senior staff to ensure appropriate safety and security training is provided to post staff.
  - b. Under the technical supervision of the PCSSO, works with the Training Manager to ensure that all safety and security learning objectives are integrated into Pre-Service Training/In-Service Training (PST/IST) and successful completion is documented.
  - c. Regularly provides staff safety and security briefings/orientations to ensure that they understand roles and responsibilities with respect to safety and security; conducts emergency preparedness training as appropriate.
  - d. Provides an overview of Peace Corps' approach to safety and security and relevant, Post-specific, security concerns/considerations during training-of-trainer (TOT) events.
  - e. Trains a back-up to assist with safety and security responsibilities during a crisis or when the SSM is unavailable.
4. Supports Home-Stays and Site Identification:
  - a. In coordination with programming and training staff, establishes that safety and security criteria for the selection of home-stay families. When appropriate, participates in the development and delivery of home-stay family orientation.

- b. Visits sites with conspicuous safety and security concerns as needed to recommend for or against final approval (e.g. areas of high crime or risk of natural disaster), or to identify mitigation strategies.
- c. Under the technical supervision of the PCSSO, collaborates with the programming staff and Peace Corps Medical Officer (PCMO) to develop Volunteer site and housing criteria and verifies that PCV sites and housing has been inspected and approved prior to occupancy.
- d. Ensures GPS coordinates are maintained in VIDA for Volunteer sites, consolidation points and other key locations in accordance with Agency procedures. Ensures that GPS data is kept up-to-date based on changes in Volunteer placement. Trains staff on the use of GPS equipment (if applicable) to ensure that any staff involved in site identification and Volunteer visits can capture GPS data.
- e. Compiles documentation on disaster-prone areas and ensures that programming staff are aware of that information as part of the site identification process and the approval process of Volunteer housing.
- f. Works with appropriate staff in mapping Volunteer sites and consolidation points.

5. Manages Incident Reporting and Response:

- a. FOR SEXUAL ASSAULTS - as part of the designated staff at post, manages the security and non- medical follow-up for Volunteer incidents of sexual assault, including but not limited to:
  - i. Assuring that the Volunteer or other Volunteers are safe from imminent or serious threat and taking immediate action to remove victim or others if a serious or imminent threat exists.
  - ii. Communicating with the Assigned Security Specialist for guidance when required and according to the notification protocol.
  - iii. Protecting the confidentiality of information surrounding the sexual assault.
  - iv. Coordinates with the Office of General Counsel on the hiring of an attorney to advise a Volunteer on the legal process (when necessary).
  - v. Conduct post-incident assessment to identify any ongoing threats or security concerns and mitigation strategies.
  - vi. Participates in agency Coordinated Incident Response System (CARS) calls when needed.
  - vii. Makes logistical arrangements for Volunteers (e.g. hotel or travel arrangements.)
  - viii. Assists in developing a safety plan in collaboration with the Assigned Security Specialist and the Victim Advocate.
- b. FOR ALL INCIDENTS - Ensures that reportable incidents are communicated to the CD in accordance with policies and procedures; serves as the point person for completing incident reports in the Consolidated Incident Reporting System (CIRS) per the Consolidated Incident Reporting Guidelines.
- c. Under the technical supervision of the PCSSO, collaborates with the CD and PCMO to develop reporting, response and follow-up procedures for Volunteer incidents; supports delivery of appropriate support services to victims in a timely manner such as:
  - Providing immediate, direct, and follow up support to a PCV in the event of an incident or security situation, as directed by the CD;
  - Referring PCV to necessary medical and emotional support;
  - Assisting PCV to file a police complaint and attending investigative meetings, court hearings or trials;
  - Reevaluating the Volunteer's site and/or home;
  - Providing additional personal safety training or support; and
  - Disseminating relevant information.

6. Advises on Safety and Security Policy and Program:

- a. Under the technical supervision of the PCSSO, makes recommendations to the Country Director for changes in training and program policy and procedures as they relate to Volunteer safety and security based on changes to the security environment at post.
- b. Under the direction of the PCSSO, participates in the Legal Environment Survey and subsequent revisions to accurately advise the CD and PCVs when crime incidents occur.

- c. In collaboration with the CD, assists in developing a plan for implementing PCSSO visit recommendations. This plan will be reviewed by the PCSSO and coordinated with the RSA. Provides regular updates on implementation progress and/or challenges to the CD and the PCSSO.
  - d. In collaboration with the CD and under the technical supervision of the PCSSO, prioritizes and executes improvements to post's safety and security systems.
7. Prepares for and Responds to Emergencies:
  - a. Serves as the main technical advisor to the CD and senior staff at Post during an emergency situation.
  - b. Coordinates the testing of the EAP with Volunteers and staff at least once per year in accordance with the Agency's EAP testing guidelines. In collaboration with other staff, prepares a written report of the results of the EAP test and submits it to the PCSSO for review before distribution to other relevant parties.
  - c. Under the direction of the CD and the technical supervision of the PCSSO, coordinates an annual risk assessment and review of the EAP. Ensures that revisions to the EAP are made as needed.
  - d. In coordination with the CD/DMO/RSO/PCSSO, ensures that office emergency drills are conducted according to applicable guidelines.
  - e. Under the technical supervision of the PCSSO, develops criteria for the selection of consolidation points and/or regional transit houses and ensures that the sites chosen comply with the criteria. Reviews EAP consolidation point information for accuracy
  - f. Tests security equipment such as satellite phones, radios and other emergency devices periodically. Routinely trains users on the operation of all emergency equipment.
8. Acts as Safety and Security Liaison:
  - a. Establishes and maintains open communication with both the PCSSO and the RSA, informing them of both problems and progress in the country, such as major incidents, changes in crime data and other information on new policies or programs affecting safety and security.
  - b. Develops and maintains contact with Embassy security staff and local law enforcement to obtain crime updates and information needed for assessing the security environment of Post, and to foster relationships that can be leveraged during emergency situations or in response to crime incidents.
  - c. Serves as post's primary safety and security contact/intermediary with other non-governmental organizations, volunteer organizations (e.g., VSO, JICA/JOCV, SNV, UNV, etc.) and other development agencies.
9. Analyzes Crime Trends: Conducts annual crime trends analysis; shares results with staff and Volunteers as appropriate; and coordinates modifications of post's safety and security program based on findings. Submits annual trends analysis to the Office of Safety and Security (i.e., PCSSO) and Region (i.e., RSA).
10. Shares Information: Develops and maintains a legible and orderly system for collecting, compiling, and disseminating pertinent safety and security information to be made accessible to appropriate Post staff and Volunteers as required, including, but not limited to:
  - a. Travel warnings and policies (including Post travel/transportation policies);
  - b. Safety and security information for visiting PCVs;
  - c. Notices to staff and Volunteers about security concerns;
  - d. Alerts to Program Managers and other staff about site-specific security concerns.
11. Develops Resources and Policy: Develops and organizes safety and security resources such as manuals, handbooks, leaflets, pamphlets, slides, videos, and memos and makes their contents and Peace Corps policies known to staff and Volunteers.

12. Coordinates Duty Officer Program: In collaboration with the CD and PCSSO, coordinates post duty officer system. Trains designated duty officers on their roles and responsibilities for responding to and reporting of incidents.

13. Other Duties as Assigned: May perform other safety and security duties as assigned by the Country Director following consultation with and concurrence of the PCSSO or the Office of Safety and Security.

#### Standard Roles and Responsibilities

A. Occasional Money Handler (OMH): may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to Pre-Service Training/In-Service Training sites, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

**Evaluation and Selection Criteria:** Applications will be initially screened for eligibility in accordance with the required qualifications mentioned above. Those applicants who meet the required qualifications will be scored based on the preferred qualifications. Highest scoring candidates will be called in for an interviews, language and skills test (presentations, excel/word tests). Performance from all interviews and skills test will be considered as a whole package to ensure the best candidate is selected that meets the needs of the Peace Corps mission. Professional reference checks will be conducted for selected candidates.

#### How to apply:

Please submit the following in English by email (with your name and the position you are applying for in as the subject of the email) as one PDF file to [PCVietNamJobs@peacecorps.gov](mailto:PCVietNamJobs@peacecorps.gov):

1. Application Cover Letter
2. Curriculum Vitae (CV)

**Closing date: Applications should be received 6:00 pm Friday, April 16, 2021 for consideration in the first review. Position remains open until filled. Applications for one position maybe considered for any current open position. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.**

All applicants must pass a background/security investigation and a medical certification. Any contract offer with the US Peace Corps is contingent upon a candidate's ability to secure the necessary certifications.

All applicants must be a naturalized citizen of the host country or must have the required work permit or documentation that permits the applicant to work legally in the country in order to be eligible for consideration.

The application must contain all the information necessary to demonstrate that the candidate possesses the education, experience, skills and language abilities required for this position.

#### Benefits and Allowances:

##### BENEFITS:

- One-month basic salary Tet Bonus
- Contribution to mandatory insurances pursuant to GVN's law/ regulations including social insurance, health insurance and unemployment insurance.
- Coverage of additional health insurance 90% for incumbent and each eligible family member
- Annual and sick leave according to local labor law

##### ALLOWANCES (as applicable):

- Unique Condition Work allowance: 7% of Annual basic salary (upon annual review).
- Miscellaneous Benefits Allowance: US\$1,000 per annum or US\$3,000 per annum

The Peace Corps is both a federal agency and a vehicle through which American citizens offer needed assistance to people around the world and, in doing so, promote greater cross-cultural understanding between Americans and the people of the host countries. The fulfillment of the Peace Corps' mission to foster greater understanding among the world's citizens requires that we adhere to the highest standards with respect to equal employment opportunity for all Volunteers, employees, and applicants. The U.S. Peace Corps Vietnam will provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, ethnicity, sex, national origin, age, disability, political affiliation, marital status, pregnancy and maternity or sexual orientation. The Peace Corps will also strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Discrimination based on factors that have no bearing on a person's ability to serve and perform his or her duties is not permitted and will not be tolerated.