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|  |  | **Senior Coordinator, Global Security** Job Description |

# **Job Title:** Senior Coordinator, Global Security

# **Level and Grade:** Grade 60

**Job Type:** Regular Full Time

**Reporting Manager:** Director, Global Security

## **Department:** International Programs and Operations

## **Office:** Nairobi, Kenya (remote)

**Date:** June 13, 2023

**Corus:**

Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. Our more than 800 employees around the globe are experts in their fields and dedicated to helping the world’s most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger and we reflect that belief in our workplace culture. We value every employee’s specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn and collaborate. And because our subsidiaries often function as partners, our employees have the opportunity to work across our enterprise family.

Corus is committed to diversity, equity and inclusion in our worldwide workplace, and we believe that social justice and respect for the human dignity of every person are fundamental to all we do as an organization.

**Job Brief:**

**Position Summary:**

The Senior Coordinator for Global Security is a member of the safety and security team for Corus International’s worldwide operations. S/he is responsible for supporting the Director of Global Security in ensuring the safety and security of teams operating in countries in which Corus International is implementing programs.

The Senior Coordinator is responsible for coordinating and tracking security elements of global travelers, for supporting the writing and updating of business continuity/security management plans, and ensuring staff have strong capacities in safety and security procedures.

The Senior Coordinator provides significant support to the global security functions of the USAID-funded MOMENTUM Integrated Health Resilience (MIHR) project, and thereby has a strong “dotted line” reporting to the Project Director, Deputy Project Director, and the Director of Finance and Operations. MIHR is designed to strengthen quality maternal, newborn, and child health, voluntary family planning and reproductive health (MNCH/FP/RH) service delivery in fragile settings. Current countries in which MIHR is operational are Niger, Burkina Faso, Mali, Democratic Republic of Congo, Tanzania, South Sudan, Sudan, and Yemen, with additional countries that may be added throughout the lifecycle of the MIHR project. Some of these settings experience significant and complex security risks due to conflict, political and civil unrest, militant attacks, crimes and climate and health-related outbreaks and emergencies.

**Key Result Areas:** The success of this role is measured by the following KRAs:

* Security incidents are documented, tracked, and summarized into reports.
* Corus and MIHR employees are prepared for traveling to high risk locations and any safety or security incidents for travelers managed.
* Country teams have strengthened capacity in implementing agency and industry security standards.

## **Responsibilities:**

Safety and Security Systems & Management

* Maintain and update, as needed, MIHR Global Security Plan and guide, and provide security briefs or updates to USAID Global Health/Washington DC, and USAID Missions, Regional Security Offices (RSOs) as needed.
* Support country and MIHR teams to maintain up-to-date country safety and security plans (or Business Continuity Plans for MIHR) ensuring safety and security of staff and assets.
* Track security threats and incidents (including any vehicle accidents) that affect program staff or assets and ensure incident reports or vehicle accident reports are submitted to appropriate channels.
* Support identification and contracting of purchased services, improvements to physical infrastructure, etc.

Staff Capacity Strengthening

* Provide orientation/training and compliance support to Corus employees for relevant Corus safety and security systems and policies.
* Coordinate network/community of practice among Security Focal Points at each field/country office.
* Ensure all employees access relevant onboarding and training related to safety and security, including internal trainings and external opportunities such as HEAT (hostile environment awareness training).
* Identify other training opportunities and assist country teams and relevant HQ staff to access them.

Security Planning and Traveler Safety

* Implement a system for regular updates, review, and centralized filing of Country Safety and Security Plans.
* Manage and oversee international travel tracking systems for HQ staff.
* Maintain pre-travel security briefing material with input from the Director for Global Security and Country Security Focal Points.
* Conduct or coordinate pre-travel security briefings for the staff or visitors for international travelers to Level 4 countries.
* Coordinate medical or other evacuations for expatriates and foreign visitors, as needed.

## **Supervisory:**

This position does not supervise staff.

## **Education & Experience:**

* Bachelor's degree in Security Studies, International Relations, International Development, or another relevant field.
* Minimum of three years of relevant work experience in security operations and management; prior experience with international NGOs a plus.
* Experience coordinating with various stakeholders across numerous departments.
* Experience organizing and effectively using reporting and tracking systems.

**Knowledge, Skills and Abilities**

* Flexibility to work within an ambiguous, fast moving environment; and demonstrated resourcefulness in setting priorities.
* High level of inter-personal, teamwork, and cross-cultural skills, including experience working with professional and support staff in a multicultural, multi-linguistic environment.
* Ability to work with a high level of independence, using own initiative and decision-making to delivering high results on time.
* Strong organizational skills, including tracking and supporting multiple work streams for diverse colleagues.Strong facilitation and training skills.
* Excellent writing and communications skills, advanced level fluency in English (writing and speaking).
* Advanced proficiency (verbal and written) in French strongly preferred; other languages such as Spanish or Arabic a plus.
* Proficiency in Microsoft 365 applications including Word, Excel, PowerPoint, and SharePoint.
* Legally eligible to work in Kenya (this is a local hire, no relocation or other benefits provided to non-residents).

**Other Duties:**

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities for the position. Duties, responsibilities and activities may change at any time with or without notice. All positions are required to perform any additional tasks assigned by the supervisor. Global positions that are bound by contracts will not be changed without notice and approval.

**Working Conditions, Travel and Environment**

* This position works with colleagues across multiple time zones. The position must have flexibility in accommodating colleagues working during standard business hours of the East Coast of North America.
* This position is located in Nairobi, Kenya though a remote position. The employee will be provided with a laptop computer but expected to provide a professional work environment, including strong internet connectivity.
* This position must be able to travel occasionally as required for standard domestic and international business purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions, as well as to infectious diseases.

**Diversity, Equity, Inclusion and Zero Tolerance to Abuse**

As a member of the Corus Family, each employee is expected to:

* Help to develop and maintain an environment that welcomes and develops a diverse workforce.
* Foster a work environment where everyone feels valued and included.
* Support employees’ evaluation and promotion processes based on skills and performance.
* Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
* Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
* Adhere to the Organizational Core Values

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| *Corus International prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, or any other characteristic protected by U.S. or International law.* |