



Safety Officer

Damascus, Syria



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We are looking for a highly qualified individual to fill-in the vacancy of Safety Officer to work in Damascus under employment contract.

Who are we?

DRC has been working in the MENA region since 2003 and is currently one of the few international organizations registered and operating legally in the countries of Iraq, Syria, Lebanon, Turkey, Libya and Jordan. Since 2013, DRC has been operating as the largest INGO responding to the Syrian crisis in Syria and Lebanon and has assisted over 1 million refugees and IDPs a year. DRC has been actively operating in Syria since 2008, mainly supporting refugees. In June 2012, DRC was authorized by the Syrian Ministry of Foreign Affairs (MoFA) to expand its humanitarian efforts and provide assistance to IDPs and the vulnerable resident population countrywide. Since then, DRC activities have been focused on NFI distributions, Shelter, WASH, Protection, Education, Livelihood and Mine Risk Education in six Governorates (Damascus, Rural Damascus, Dara'a, Aleppo, Hama, and Homs). Protection/community service activities are provided to beneficiaries through 6 Community Centers.

About the job

The overall objective of this job is to provide Administrative Assistance and Technical Support to DRC Safety & Fleet Manger and to ensure that programs and projects activities are implemented in a secure, safe and effective manner in Syria.

This position is based in Damascus with frequent travel throughout Syria.

Application due:
7/24/2017

Workplace:
Damascus

Homepage:
drc.ngo

Contract type:
National contract

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Duties and Responsibilities

Information:

- Collect, verify, analyse and report information to DRC Safety & Fleet Manager in Syria that affects, or may affect, DRC operations.
- Supervise and assist in training (both general and specific - e.g. fire safety, first aid) of DRC security guards and drivers.

Analyse:

- Prepare and submit security reports and trend analyses as required.

Safety Risk Management:

- Assist the DRC Safety & Fleet Manager in Syria in the development and implementation of context specific MOSS.
- Ensure that appropriate access controls are in place for all DRC facilities.
- Identify the needed security and protective equipment for all DRC facilities.
- Assist in the management of security incidents and crises, provide timely and accurate incident reports and analysis, and support organizational lessons learned.
- Assist in training on security procedures as required for program staff.
- Following up the maintenance procedures in all facilities including the safety materials.

About you

In this position, you are expected to demonstrate DRC's 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:

Required qualifications

- University degree in Political Science or similar related fields.
- Minimum three years of relevant experience in security operations and management.
- Fluency in both written and spoken English and Arabic
- Proven ability to prioritize tasks and meet deadlines.
- Stable, moral and robust character and a good team player
- Excellent communication skills.
- Proven commitment to accountability practices.
- High personal and professional integrity.
- Good experience in using Ms Office.

Desirable qualifications

- Training in safety, fire and evacuation procedures.
- Training in safety and disaster management.
- Experience in negotiating access for humanitarian or other agencies.

Competency profile:

- Analytical skills
- Flexibility
- Planning skills
- Systematic

- Communication skills
- Teamwork skills
- Initiative taker
- Result-oriented/accountability
- Stress management
- Professionalism
- Organization Objectives Skills
- Future-oriented
- Staff development

We offer

DRC will offer the successful applicant a six months contract, renewable dependent on both funding and performance. Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for **National Staff** for the Officer level.

Application process

Interested? Then apply for this position, go to <https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=148978&uiculture=eng&MediaId=5> and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. **Applications close on the 24th of July 2017.**

If you have questions or are facing problems with the online application process, please contact job@drc.dk

Need further information?

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

The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in 1956 that works in more than 35 countries throughout the world. We are the largest humanitarian NGO in Denmark and consistently ranked as one of the world's best NGOs according to Global_Geneva.

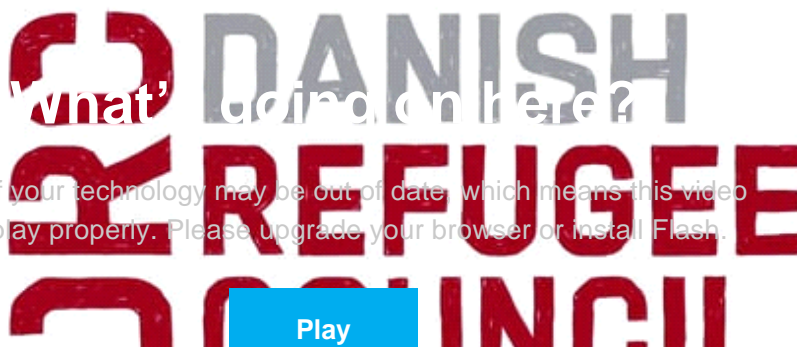
We fulfil our mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people and host communities in the conflict areas of the world. We also advocate on behalf of conflict-affected populations globally on the basis of humanitarian principles and the Human Rights Declaration. Our work and long-term strategies are guided by our five core values: Humanitarian approach - Respect - Independence & neutrality - Inclusion - Honesty & transparency.

You can read more about our vision and work on drc.ngo.



The Danish Refugee Council delivers the best solutions - even in the most complex environments

INSITE



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