Safety and Security Officer (1 position)

**Duty Station:** Nairobi

**Duration:** 1-year renewable contract

**About the Centre for Study of Adolescence (CSA).** CSA is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building to expand choices and improve access to safe, affordable, and sustainable health services. CSA works in partnership with governments, relevant institutions, professionals, and communities to support young people’s right to exercise choices, and access to health services, and participate fully in activities that promote their health and general well-being.

**The main purpose of the job** is to provide overall leadership on the CSA Safety and Security in its programs at the county, national and international levels in line with CSA Policies. The role includes training on safety and Security, policy drafting and sharing of sharing knowledge, building the capacity and developing joint reports with the county, national, and international networks and processes as well as monitoring the safety and security of progress and contributing to the same.

**Responsibilities of the job:**

1. Develop/update and contribute to the monitoring and reporting of Safety and security through established organizational mechanisms.
2. Support objective, fair, thorough confidential and timely investigations into Safety including child protection complaints received from the organization, partners, and beneficiaries.
3. Contribute to the development of training materials and capacity building of staff, partners and targeted audiences on safeguarding and security.
4. Contribute to reports and presentations and other appropriate recommendations to address gaps in knowledge, systems and procedures to strengthen prevention efforts for Safety and enhance overall compliance with policies and contractual obligations.
5. Ensure that corporate Safety risk reduction measures such as regular and consistent screening of personnel are systematically conducted; contractual partners are assessed and supported for Safety and compliance.
6. Establish an environment that supports the safe reporting of SEAH concerns.
7. Proactively engage programme, technical and administrative departments to ensure that they are assessing SEAH risk in all activities and integrating risk mitigation measures in implementation; and support the delivery of Safety sessions, training.
8. Support COAF during implementation to ensure the Safety and security guidelines are incorporated during training.
9. Provide technical support to the CoA in developing and regularly updating Safety and Security Management Plan and tools in accordance with the nature of safety and security risks including detailed threat assessment, security protocols, standard operating procedures for personal movement & transport, office, tele/radio communications, incident report sheets, asset protection, etc.
10. Strengthen the capacities of CoAs in analysing the parameters of the working environment by assessing the nature of the threats and (community of action CoAs) vulnerabilities in relation to the emergency situation.
11. Guide the CoA in the integration of safety and security measures in their daily activities.
12. Offer technical expertise to CoAs in identifying any potential threats to rights holders, information or physical safety.
13. Alert the host organization and CoA members of possible internal security threats as well as external ones.
14. Provide technical support in the implementation of the most effective systems for protecting rights holders.
15. Facilitate capacity strengthening sessions efforts to empower rights holders to prevent security threats of any kind.
16. Provide technical support to the CoA and host organization in developing writing, and publishing materials outlining security procedures.
17. Link the CoA to a network of contacts among local actors to facilitate the CoA work and enhance the security of its operations.

Desired Qualifications
- A Degree in social sciences.
- Minimum of three years’ experience of working in policy advocacy
- Good understanding of the program cycle
- Ability to establish and maintain strong and broad stakeholder relationships
- Excellent writing, analytical, and verbal skills
- Ability to work as part of a diverse and multicultural team.
- Demonstrated ability to meet deadlines
- Adaptability, high level of autonomy, good organizational skills
- Willingness to travel to Counties

How to apply

Please send your CV and a short letter of motivation to demonstrate how your experience matches the skills set out above to Administrative Manager, jobs@csakenya.org Deadline for applications: 5pm (EST) Friday 7th July, 2023. Only Shortlisted candidates will be contacted. CSA strives to support a gender equal and all-inclusive work environment.