

Security Officer Consultant

Our client:

An international NGO based in Geneva.

Role & Responsibilities:

- Support building and enhancement of a robust Safety and Security framework in line with the concept of Duty of Care and related moral and legal obligations of the Secretariat, to its employees and contractors, and to maintain their security and safety when working at the GHC
- Assess the risks and threats to the security of the GHC, staff, visitors and property, applying recognized methodologies, and recommend the appropriate operational and technical measures to the Senior Security Officer;
- Propose, draft, and implement the GHC security and access control procedures in line with the security concept for headquarters. Organize and conduct periodic assessments of security measures and equipment. Advise on gaps in security preparedness and recommend improvements and solutions. Ensure procedures are updated in line with evolving ways of working at the GHC;
- Supervise the security guards, provide daily guidance, establish and track individual training plans and conduct performance Monitor and coordinate the outsourced guards' contractual and invoicing arrangements; oversee performance and quality control of services rendered; update duties and terms of reference when required.
- Provide information on fire safety and first aid requirements, procedures and operational instructions to GHC security guards;
- Coordinate the initial response to security incidents and escalate when Analyse and make recommendations based on lessons learned. Draft detailed reports and keep relevant statistics reflecting the security situation at headquarters, including accidents and incidents;
- Propose an annual security and safety training Arrange for training to be conducted, either in person or by a third party and organize practical exercises to test emergency procedures during simulated emergencies
- Plans and manages the effective provision for fire and general safety emergency procedures. Provides training for, and supervision of all emergency responses including initial response for first aid, fire, evacuation and premises
- Responsible for the operational performance of all security and safety systems and procedures including fire detection, fire sprinklers, and fire suppression equipment
- Conduct risk assessments and consolidate recommendations to minimize health and safety at work issues, accidents and injuries and support HR for the production of reports;
- Assist when needed the Senior Security Officer in travel security matters including the approval processes, mission planning and other field security
- Act as Officer in charge for security in the absence of the Senior Security

Profile:

- **At least 6 years relevant professional experience in security management**
- Experience with a similar size and multi-cultural organization and good knowledge of the Geneva
- Relevant professional experience in security management level
- Comprehensive knowledge and training of fire safety and buildings risk management including Swiss or European fire safety standard
- Crisis management proficiency training

Required skills:

- Crisis management proficiency training
- Excellent communication skills
- Very good interpersonal skills, ability to establish and maintain a good working atmosphere
- Organize and implement work assignments, and to identify priority activities and adjust priorities as required.

Contract type: Temporary mission (6 months)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
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