



JOB ANNOUNCEMENT
(for Recruitment, PSC Duties, and Performance Reviews)

PSC Position Title:	Safety and Security Assistant
Hours (40 or 48):	40 hours
Reports To:	Country Director
Supervises Others:	N/A
Closing Date:	August 14 th , 2020 (Open until filled, apply by date for first round consideration)

Minimum Requirements:

At a minimum, the successful candidate's CV should demonstrate the following:

- Education/Certification: High school diploma
- Years of Experience: A minimum of 5 years of work experience
- Proficiency in oral and written English and Tetun
- Prior experience in, or ability to function in, a multicultural environment
- Knowledge of MS Office computer applications (Word, Excel, Outlook).
- Demonstrated organizational and communication skills.

Preferred Qualifications

- Bachelor's degree in social science, law or criminology
- Knowledge of safety and security practices and / or the legal environment in Timor-Leste
- Experience working with international volunteers and / or international volunteer programs
- Ability to analyze crime trends and other risks and propose mitigation strategies
- Experience working with and supporting victims of crime
- Experience in providing victim-centered support to victims of crimes.
- Experience in supporting individuals who have had traumatic experiences.
- Experience in advocating for the prevention of gender-based violence and / or marginalized groups.
- Possess excellent time management skills, attention to details and a disciplined approach to prioritizing work.

Background

The mission of Peace Corps worldwide is to promote peace and friendship by:

1. To help the people of other countries in meeting their needs for trained men and women;
2. To promote a better understanding of the American people on the part of the peoples served, and;
3. To promote a better understanding of other peoples on the part of the American people.

The Peace Corps program in Timor-Leste operates at the request of the Government of Timor-Leste and works to support the priorities of the national and local governments as well as those of Timorese community members. Over the 10 years that Peace Corps has served in Timor-Leste, over 200 volunteers have served all over the country.

Your work with Peace Corps will contribute to the collaborative development efforts of Peace Corps and Timor-Leste, and will serve to promote better understanding between the people of Timor-Leste and the people of the United States. The work of a Peace Corps Personal Services Contractor does not limit itself to the role. Active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Timor-Leste.

Objective of the Position

The Safety and Security Assistant (SSA) provides administrative support to the safety and security program. The primary responsibilities of the SSA are ensuring security-related files are kept up-to-date; maintaining the Whereabouts reporting system; assisting in the analysis and reporting of security incidents; preparing reports, training materials, and other resource materials; supporting and / or co-facilitating safety and security trainings with the Safety & Security Manager (SSM); and maintaining up-to-date contact information for local and national police, transportation, and consolidation points. In addition, the SSA will act as the back-up to the SSM. The Office of Safety and Security provides technical oversight of security related matters. The SSA reports to the Country Director (CD) who manages day to day workload.

When the SSM is unavailable, the SSA 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. Technical review, evaluation and training can be conducted by the SSM and the PCSSO.

Tasks & Deliverables

1. **Supports and Verifies Safety and Security Policy Implementation:** In coordination with the SSM, 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:
 - Updates and edits contact information in the Volunteer Information Database (VIDA) and generates reports upon request.
 - Collaborates with the SSM to monitor and update site history data. Assists in ensuring prompt recording of security-related data in site history files.
 - Works with the Programming team to ensure site history files are maintained in a timely manner and have all required documents.
 - Verifies that all site contact forms are accurate and documented in VIDA.
 - Ensures that all Volunteer sites and houses have been properly evaluated for safety and security criteria and documentation is on file.
 - Understands Volunteer whereabouts system and maintains the whereabouts information to ensure that Post knows where volunteers are at all times, in case of an emergency.
 - Assists SSM and CD to ensure critical PCSSO recommendations are implemented appropriately and deadlines are met. Works with the SSM to provide regular updates on implementation progress and/or challenges to the CD and the PCSSO.
2. **Safety & Security Training:**
 - Assists with the development of training materials for safety and security related sessions during events such as Pre-Service Training (PST), In-Service Trainings (IST), Close of Service (COS) conferences and Warden Trainings.
 - Co-facilitates training sessions with the SSM as directed by the SSM or the CD. May be required to facilitate training sessions in lieu of the SSM if he/she is unavailable.
 - Support the SSM in ensuring all sessions have necessary materials (e.g. flipcharts, printed materials, etc.).
3. **Assists with the Support of Home-Stays and Site Identification:**
 - Maintains and updates staff rosters.
 - Supports the SSM in conducting safety and security site development tasks as necessary.

- As requested, assists with Volunteer housing inspections and approvals prior to occupancy as per Post's policies and procedures.
- Ensures that GPS coordinates are maintained in VIDA for Volunteer sites, consolidation points, and other relevant locations, in coordination with the Home Stay Coordinator (HSC).
- Supports the Programming team in the delivery of SSI 420 required trainings for host families, supervisors and counterparts.
- Participates in the delivery of host family orientation trainings to home-stay families who will host trainees during PST or for the full 2 years of service in their permanent sites.
- Supports the SSM in mapping Volunteer sites and consolidation points.
- Assists SSM on site visits as needed.

4. Incident Reporting and Response:

- Upon SSM's request, provides Volunteer support after crime incidents, such as police follow-up, preparation of reports, accompanying Volunteers to their sites, etc.
- For sexual assaults – May serve as part of the designated staff at Post in the absence of the SSM. In that role, manages the security and non-medical follow-up for Volunteer incidents of sexual assault, including but not limited to:
 - 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.
 - Communicating with the Assigned Security Specialist for guidance when required and according to the notification protocol.
 - Protecting the confidentiality of information surrounding the sexual assault.
 - Coordinates with the Office of General Counsel on the hiring of an attorney to advise a Volunteer on the legal process (when necessary).
 - Conduct post-incident assessment to identify any ongoing threats or security concerns and mitigation strategies.
 - Participates in agency Coordinated Incident Response System (CARS) calls when needed.
 - Makes logistical arrangements for Volunteers (e.g. hotel or travel arrangements).
 - Assists in developing a safety plan in collaboration with the Assigned Security Specialist and the Victim Advocate.
- For all incidents – Assists the SSM to ensure that reportable incidents are communicated to the CD in accordance with policies and procedures; assists the SSM in completing incident reports in the Consolidated Incident Reporting System (CIRS) per the Consolidated Incident Reporting Guidelines.
- Supports the SSM by entering information as needed in site history files (both Programming and S&S).

5. Emergency Preparedness:

- In collaboration with the SSM, assists the CD and senior staff at Post during an emergency situation.
- Assists the SSM in the training and testing of Post's Emergency Action Plan (EAP).
- Reviews Post specific office emergency and security plan.
- Assists SSM on developing and revising policy documents, such as EAPs and Transportation Policies.
- Has a working knowledge of security equipment such as satellite phones, radios and other emergency devices and assists the SSM in periodic tests of those devices.

6. Analysis, Report and Other Communication:

- Assists the SSM in maintaining post-crime statistics and analyzing trends.
- Prepares reports and resource materials for SSM.

- Becomes familiar with and assists the PCSSO and the SSM with updates to the Legal Environment Survey.
 - 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.
 - Helps maintain legible and orderly system for collecting, compiling, filing and disseminating pertinent safety and security information to be made accessible to appropriate Post staff and Volunteers as required, including, but not limited to:
 - Travel warnings and policies (including Post travel/transportation policies)
 - Safety and security information for visiting PCVs
 - Notices to staff and Volunteers about security concerns
7. **Represents the Safety and Security Program:**
- Participates in staff meetings (both general staff meetings and senior staff meetings at the discretion of the CD), discussions and activities, and makes recommendations for changes in program policy and procedures as they relate to Volunteer safety and security.
 - Has knowledge of Embassy security staff and local law enforcement resources in order to obtain updates and information on emergency/security issues at Post. Represents the Post at regularly scheduled safety and security external meetings as needed.
8. **Acts as a Duty Officer:** Performs the responsibilities of a duty officer when scheduled as a part of the Post's duty officer program rotation. Maintains and updates the duty officer binder as needed.
9. **Provides Back-Up Coverage for the SSM:** Stands in as the Acting SSM when the SSM is out of the office and unavailable (i.e. on annual leave, sick leave or official travel) or there is a vacancy in the SSM position.
10. **Other Duties:** Performs other duties or assignments, when deemed necessary by the Country Director. May perform other safety and security duties as assigned by the CD.

Standard Roles and Responsibilities

1. Occasional Money Handler may be required to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required 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.
2. Every individual with any involvement in the operations of Peace Corps Timor-Leste, whether U.S. Direct Hire, U.S. Personal Services Contractor, Foreign Service National, Foreign Service Personal Services Contractor or Volunteer / Trainee has duties and responsibilities directly and/or indirectly associated with Safety and Security. These duties and responsibilities include, but are not limited to, the following:
 - Awareness and understanding of all directives of Peace Corps regarding Safety and Security.
 - Awareness and understanding of emergency procedures at both home and office.
 - Awareness and understanding of duties associated with the Peace Corps Timor-Leste Emergency Action Plan.
 - Availability, at both home and office, of staff and Volunteer contact phone numbers and/or email addresses in case the stated individual is directed to establish emergency contact and provide emergency information.

- Maintains current knowledge of the Peace Corps evacuation Plan, the PC Emergency Action Plan and how to use fire extinguisher in order to ensure adequate level of safety and support for Peace Corps/Timor-Leste Volunteers.
 - Ensure complete confidentiality regarding all information related to Peace Corps staff, Volunteers and Peace Corps/Timor-Leste operations.
 - Any Inherently Governmental Functions (IGFs) such as Supervisor or Receiving Officer
3. Safety and Security Instruction 110
Immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and CD. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
4. Inherently Governmental Functions
Not Applicable

Logistics & Level of Effort & Duty Station

Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May also be required to travel up country. Duty station is the Rua Nuu Laran, Bairro dos Grilhos, Dili. May be required to work in Pre-service Training site during 10 weeks of training.

APPLICANT INFORMATION:

Salary

Starting at \$11,356.00 annually plus benefits (depends on salary history, experience, and qualifications)

Security Clearance

Candidate must be able to obtain a security clearance which requires a National ID Card and recent/valid Ministry of Justice Requerimento de Certificado de Registo Criminal. Candidates without these documents may apply, but they should start working on obtaining these documents *immediately*. Candidates will also require a valid passport and must not have any restrictions on travel to the United States from previous experience.

Important! Applicants must clearly describe or demonstrate how they meet each of the above qualifications in a Cover Letter written in English to be considered. Resumes/CVs should not exceed 4 pages. Please do NOT send additional attachments, such as certificates, at this time. Qualified and interested candidates should send their Cover Letter and Resume/CV by e-mail to easttimorpc@peacecorps.gov. The Cover Letter and Resume/CV should be sent as attachments with the applicant's name in the file names.

Applicants should use the following subject line for the email: SSA_LastName,Firstname (Ex: SSA_Soares,Pedro). Applications without the correct subject line may be disqualified.

The Peace Corps is an equal opportunity employer. Female candidates are strongly encouraged to apply.

Closing date: position remains open until filled—applicants should apply before August 14th for priority consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.