



## TERMS OF REFERENCE (TOR)

<b>Position:</b>	<b>Health, Safety and Security Manager</b>
<b>Location:</b>	Iran - Tehran based, with travel to field (up to 25%)
<b>Duration:</b>	One year, with possibility of extension
<b>Reports to:</b>	Country Director
<b>Technical Report:</b>	Regional Security Advisor
<b>About RI:</b>	<p>Relief International (RI) is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.</p>
<b>RI in Iran:</b>	<p>Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
<b>Position Summary:</b>	<p>Under direct supervision of the Country Director, the Health, Safety and Security (HSS) Manager will be responsible for the development and implementation of the Health, Safety and Security Risk Management policy and procedures of RI countrywide.</p>

She/He serve as the lead technical to identify and reduce health, safety and security risks for RI staff, programs, organization, beneficiaries and assets (in order of priority). She/He will provide regular context analysis to the Senior Management Team and build capacity within the Country Office and Field Office teams in the fields of health, safety and security for RI staff. She/He will develop and implement context appropriate safety protocols and procedures across RI's field and program locations. She/He coordinates with like-minded agencies, provides key support for emergency preparedness and response and supports crisis management within the Iran operation when needed.

This position is based in Tehran (Iran), with a portion of time (up to 25%) visiting programme locations to provide field level support.

## **MAIN RESPONSIBILITIES**

### **1) Health, Safety and Security (HSS) strategy and policy**

- Develop the Security Management Plan at country level based on RI global standards. Regularly update the Security Management Plan and pro-actively propose new policy and SOPs based on identified risks to RI staff, programs, organization, beneficiaries and assets.
- Conduct a baseline assessment of existing policies and procedures and their application and practice by all staff at program sites, field and central offices and residencies. Provide recommendations to Country Director based on the assessment in line with RI global security standards. Set up a follow up system for implementation of validated recommendations
- Contribute to the development of the Country Strategy for RI in Iran. Lead on the health, safety and security component
- Provide monthly Health, Safety and Security updates to Senior Management Team. Ensure professional presentation at meetings including incident review, risk assessment and recommendations
- Provide risk analysis and mitigation components for proposals. Ensure a yearly staff health, safety and security budget is planned for and included in proposals to ensure staff safety and security needs are met. Manage the HSS budget
- Design and implement a compliance system to monitor adherence to policy for RI staff as well as premises and assets

### **2) Health, Safety and Security (HSS) risk management**

- Provide day-to-day Safety and Security Management, including: situation monitoring, information sharing and reporting, implementing mitigation measures and evaluation.

- Conduct at least once a year Security Risk Analysis (SRA) according to minimum operational requirements (MOSS) in Tehran and all field locations for RI. Set up a follow up system for implementation of validated recommendations
- Conduct risk assessments of contracted and prospective offices and residences. Follow up on actions to be taken to ensure compliance with safety and security standards
- Routinely revise health, safety and security plans to adapt to evolving security situation
- Conduct ad-hoc field visits at program sites for security assessments, audits and security awareness
- Evaluate, review and update the hibernation and evacuation plans for all RI premises in Iran, and ensure that the practical preparations are in place and known to all staff
- Ensure that accurate, up-to-date health safety and security information is available to all RI staff based in Iran and all RI visitors and delegations (if needed adapted in different language)
- Design adequate briefings and procedures for donor visits and delegations to RI programmes
- Undertake continual assessments of HSS equipment, and the protocols by which that equipment is used, to ensure that minimal conditions for security are being met
- Pro-actively identify and suggest procedures through which RI staff, programs, organization, beneficiaries and assets can be better protected and risk minimized – while ensuring RI continues to deliver maximum humanitarian and development assistance in country
- When delegated by the CD, manage safety and security incidents pertaining to all RI staff and assets
- Act as an adviser to the Crisis Management Team leader during a crisis and take lead as and when delegated

### **3) Orientation, Training and Capacity Building**

- Ensure Health, Safety and Security orientation briefing is done for each new RI staff within 48h and for each visitor within 24h. Ensure all RI staff receive regular updated HSS briefings
- Ensure records of HSS briefings are archived and accessible for compliance check
- Design and implement a Learning and Development component for all staff based in Iran with regards to health, safety and security, including mandatory trainings
- Provide all required trainings with regards to staff health, safety and security. Set up a follow up system to ensure all staffs have done mandatory trainings. Ensure staff buy-in
- Take a lead on coordinating and organizing regular drills (eg. headcount, fire, evacuation, etc). Train field focal points in how to conduct these and ensure that field staff implement exercises regularly
- Support partner organizations in coordination with the partnership unit by providing advice and including them capacity strengthening initiatives
- Through capacity building, promote and stimulate a HSS risk management culture

#### **4) Team Management**

- Manage directly staff related to HSS in Country Office and technically supervise the field based HSS focal points
- Oversee recruitment, objective setting and performance management for the team
- Strengthen and mentor all health, safety and security staff in RI Iran. Ensure a professional attitude of all staff under direct management and a learning environment
- Provide technical support to all staff based in Country Office and Field Offices on policies, procedures, guidelines and planning for staff health, safety and security

#### **5) Monitoring, Reporting & Analysis**

- Design and maintain a reporting system for all matters related to health, safety and security which provides timely information and recommendation to Senior Management at adequate level and in timely manner (Head of Offices, Country Director)
- Constantly monitor and update available sources to collect, compile and report information including incidents and trends pertinent to humanitarian access, health, safety and security of staff
- Map and report security incidents. Prepare and disseminate regular updates to senior management team – field and country level
- Provide timely area-based access analysis on demand
- Compile and submit the Monthly Security Report for Iran
- Ensure proper archiving for all the above
- Lead on lessons learned exercises following incidents

#### **6) Humanitarian Access and Principles**

- Ensure all staff are aware of humanitarian principals and RI mandate, mission and code of conduct. Advise senior management on adherence of staff to humanitarian principles
- Map and analyze key humanitarian access constraints. Help develop and implement access approaches tailored to local contexts. Contribute in developing and implementing guidelines for humanitarian access
- Provide technical input and advice in assessments to consider new RI programs in new geographic areas, and regular assessment reviews for existing locations
- Work with RI units, including HR, to ensure timely and appropriate follow-up to violations of RI Code of Conduct, in addition to operational breaches to humanitarian principles
- Contribute to strategies and training on principled humanitarian access negotiations

## **7) Inter-agency Coordination**

- Liaise with counterparts in UN and INGOs to ensure inter-agency security coordination and exchange of relevant information and good practices
- When relevant, develop inter-agency coordination tools (eg. coordination on security tree, evacuations, etc.)
- Liaise with national NGO counterparts on matters related to health, safety and security
- Engage with RI counterparts in the sub-region when needed

Other duties as requested by the CD

## **QUALIFICATIONS & REQUIREMENTS**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.

- Minimum 3 years of experience working in a similar role in a humanitarian/recovery context
- Proven ability to undertake Security Risk assessments
- Substantial and documented prior experience in training and/or coaching – demonstrating ability to develop, implement, facilitate and impart learning to a wide range of audiences
- Knowledge about own leadership skills/profile
- Strong knowledge of the Iran safety and security context
- Ability to develop a network of interlocutors in Iran
- Fluency in Farsi and English is essential, both written and verbal
- Excellent computer skills with solid knowledge of MS Office
- Experience in a multi-cultural environment necessary
- Proven skills in concise and succinct report writing
- Excellent leadership and communication skills required, including patience, diplomacy, willingness to listen and respect colleagues and partners
- Excellent time management skills and resourcefulness with strong attention to detail
- Ability to travel up to 25%
- Flexibility to work outside standard working hours
- Ability to work under pressure and with limited supervision

### **RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

**If you are interested in this job, please email your cover letter and CV along with RI application form in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the Job Title in the subject line.**

**Applications close on 01 October 2020.**

**Only short-listed candidates will be contacted for interview.**