

## Who we are?

As a global leader, CARE is shaping the future of the humanitarian and development sector. Each year, we deliver support and services to millions of people in over a hundred countries. We do this by focusing on our mission and living the values that drive our organization. A career at CARE is an opportunity to be part of a movement that brings communities together to solve complex problems and foster lasting change throughout the world. We seek individuals who are passionate about humanitarian and development work, collaborate well with others, embrace learning and innovation, and deliver results.

## What it's like to work at CARE?

CARE is a mission-driven international humanitarian aid and development organization that offers an opportunity to work with people across the world. Not a day will go by that you won't learn something profound, meet an expert, or write a sentence that can change a life. We are committed to an environment where everyone can succeed.

CARE in Myanmar is looking for a suitable candidate for the following position:

### Safety and Security Manager National Only

	Basic Salary + 13 <sup>th</sup> Month Pay Benefit + Other Benefits
<b>Grade:</b>	G
<b>Duty station:</b>	Yangon
<b>Supervisor:</b>	Country Director
<b>Number of Post:</b>	1
<b>Contract Type:</b>	Fixed Term
<b>Application Deadline:</b>	25 June 2025

*Due to the urgent requirement of the position, the applications will be considered on a rolling basis and may be filled during the advertising period.*

## PURPOSE OF THE ROLE

The Safety and Security Manager -SSM will be responsible for developing, leading, and implementing robust safety and security framework, policy and procedures in line with CARE's safety and security strategy and regulations. This role will advise CARE Myanmar on how to safely work within their program environments and reduce risks to staff. S/He will ensure that all reasonable steps are taken to safeguard CARE's staff, assets and operations in the country. S/He will promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of and compliance with CARE USA and CARE Myanmar Safety and Security regulations.

This role works closely with the Country Director (CD) to provide high level advice on ways to manage risk, and in consultation with all managers and staff, including the Safety –Security Focal Points (SSFPS) who are responsible for safety in CARE's operational areas.

The role will also closely work with regional security manager (based in Thailand) as secondary reporting line.

This position requires frequent travel to field office locations when required.

The SSM will be a key member of the Emergency Response Team (ERT) as well as the Critical Incident Management Team (CMT) and Senior Management Team (SMT) of the country office.

This position may be required to travel to project areas and overnight stays may be required.

## **MAIN RESPONSIBILITIES**

### **SAFETY AND SECURITY MANAGEMENT**

- Develop, disseminate, and regularly review and update the Country / Field Office(s) Safety and Security Management Plans and associated tools, including threat, vulnerability and risk assessment; Standard Operating Procedures (SOPs); and contingency plans.
- Monitor the general situation, with particular emphasis on security developments which may impact on CARE's programs; collate and analyze data; identify trends relevant to safety and security situation; and provide high level advice to the Country Director and Senior Management Team.
- In consultation with the Regional Security Manager, lead on strategic and operational analysis and assessments; provide advice during the formulation and implementation of programs and projects.
- Ensure operational plans and budgets include appropriate amounts for safety and security management and associated staff training by coordinating with Area Program Directors (APDs), Area Program Managers (APMs), Project Managers (PMs) and Consortium Program Managers (CPMs) etc.
- Monitor safety-security compliance and ensure all staff are aware of individual and collective responsibilities for safety and security.
- Travel regularly to the locations where CARE programs operate and provide expertise and high-level advice and analysis to the Country Director and Senior Management Team on the safety and security aspect, potential impacts on programs.
- Work with the SSFPs to ensure appropriate steps are taken to safeguard office premises, equipment and residential property.
- Provide advice and guidance on site selection for office building / logistical / residential accommodation and transport related issues.
- During emergency situations and as defined in the Emergency Preparedness Plan (EPP), develop, disseminate and regularly update written Security Plan and tools, including detailed threat assessment, security manuals, SOPs (Personal movement & transport, office, warehouse, incident report sheets, etc.), asset protection, develop and manage contingency plans for incidents, safe havens and emergency evacuations policy.
- Provide advice/guidance on hotels to be used in different CARE Myanmar locations for visitors or staff temporarily visiting offices.
- Ensure that all international visitors to CARE Myanmar are well briefed on safety and security requirements and regulations.
- Liaise with other International Non-governmental Organizations (INGOs) and partner organizations around safety and security; and
- Liaise with appropriate United Nations (UN) agencies around safety and security issues.
- Draft and provide reports of security alert, flash report and incident reports in case of incident occurrence

- Prepare daily S&S updates reports to all staff, weekly S&S situation update report and monthly S&S report to regional CARE Security unit
- Ensure S&S KPI compliance and report to regional security unit bi-annually.
- Lead and conduct regular or monthly security update briefings for staff
- Prepare and manage a yearly S&S budget going forward

### **CAPACITY BUILDING**

- Train and mentor Safety-Security Focal Points in each CARE Myanmar Field Office; and
- Coordinate staff orientation and appropriate training and conduct drills in safety and security procedures.
- Ensure all staff complete S&S related training in CARE Academy
- Conduct capacity building for partner staff, particularly SSFPs of local partners working closely with Partnership Advisor.

### **INFORMATION MANAGEMENT**

- Monitor and support the effective use of all communication systems (mobile phones and the internal security information tree) and procedural compliance; and
- Provide safety and security related information required by CARE USA (i.e. in addition to incident reporting) and develop CARE safety and security policies and procedures/guidelines in consultation with the Country Director and Regional Security Manager.

### **INCIDENT RESPONSE AND CRISIS MANAGEMENT**

- Maintain appropriate context and practical contingency plans.
- Support the Country Director in managing critical security incidents.
- Ensure the Country Office has a functioning Crisis Management Team (CMT), Safety and Security Committee and provide safety and security advice to all as required; and
- Manage the implementation of CO Safety and Security Management Plans, any contingency plans, including hibernations, relocations and security or medical evacuations.

### **TEAM MANAGEMENT**

- Oversee and manage the work of direct report(s), including leading effective teamwork and relationships and ensuring regular team meetings and communications to the team;
- Ensure the direct report(s) have clear work plans and a strong understanding of their role and contribution to team goals and the deliverables; and
- Provide guidance to team member(s) and manage their performance to achieve departmental and organizational goals.

### **OTHER**

- Other specific tasks required to ensure compliance with CARE International Safety and Security Key Performance Indicators are listed in the Full-time CO SSFP Terms of Reference

### **OTHER RESPONSIBILITIES AS ASSIGNED**

#### **Responsibilities on Safety and Security and Safeguarding and Child Protection:**

- This position is expected to adhere to Safety & Security responsibilities, emphasizing team and individual accountability to maintain a safe environment. This includes readiness, compliance, and active engagement to mitigate risks through awareness, reporting, and policy enforcement.

- All CARE staff must uphold ethical standards, following codes of conduct to prevent abuse, including sexual harassment, exploitation, and neglect.

## **EXPERIENCE AND QUALIFICATIONS:**

### **Education/Training**

#### **Required**

- Minimum 6 years' strong relevant work experience in safety and security management or humanitarian operational management, preferably for an International Non-Government Organization (INGO) and/or master's degree in development studies or international relations or equivalent preferred.

### **Experience/Technical Skills**

#### **Required**

- Solid understanding of the context in Myanmar, including relevant legal and policy frameworks and practices.
- Proven track record of developing and implementing safety and security strategies at the country level.
- Proven experience in managing critical incidents or crisis management.
- Demonstrated experience in providing training and capacity building for local and international staff.
- Demonstrated high level organizational and time management skills, including the ability to plan, and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment.
- Proven communication and representation skills include developing networks and relationships and presenting technical subjects to both internal and external audiences.
- Demonstrated very good leadership, decision making, problem solving, analytical and influencing skills.
- Minimum fluent written and oral communication skills in English and excellent in Myanmar language; and
- Minimum, intermediate (very good) understanding of desktop-based programs, including word processing packages and power point.

## **HOW TO APPLY**

To apply for this rewarding position please send the following information and documents to the address below.

- a cover letter stating against the selection criteria maximum 2 sentences for each selection criteria.
- a current C.V., with a minimum of two professional references, one of which must be from the most recent line manager.
- your expected salary mentioned in your application.

The subject of the application should include “**Position Title and Duty Station**”. Only successful candidates will be contacted for an interview.

Human Resources Department  
CARE International in Myanmar

No. 3, Mya Sabai Street, Parami Yeikthar,  
Yankin Township, Yangon, Myanmar.  
Email: [MMR.Jobs@care.org](mailto:MMR.Jobs@care.org)

### **OUR COMMITMENT TO INCLUSIVE WORKFORCE**

CARE is an Equal Opportunity employer. We provide equal employment opportunities to all employees and qualified applicants for employment without regard to race, color, sex, religion, ancestry, national origin, age, disability, marital status, or veteran status, or any other characteristics protected under applicable law.

### **OUR VALUES AND COMMITMENT TO SAFEGUARDING**

CARE participates in the Inter-Agency Misconduct Disclosure Scheme. In line with this Scheme, we hereby request information from the candidate's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. All offers of employment are subject to satisfactory references and appropriate screening checks. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.