

## Vacancy Announcement (National Post)

Deutsche Welthungerhilfe (formerly known as German Agro Action/GAA) was founded in 1962. Today it is one of the biggest private development organizations in Germany. Non-profit, politically independent, and non-denominational, the organization works under the leadership of an honorary board and the patronage of the German President.

Welthungerhilfe Myanmar is running projects in the fields of humanitarian assistance, food, and nutrition security, agricultural value chains, and community development in Ayeyarwady, Mandalay Region, Kachin, Chin, and Shan States. The WHH program is funded by various institutional donors (BMZ, Federal Foreign Office of Germany, LIFT, and others) as well as private donors.

Welthungerhilfe Myanmar is currently looking for a **Safety and Security Coordinator** for the Country Programme. The position will be based in Yangon with frequent travels to the project offices.

### I. General Data of the Position

1. Job title:	<b>Safety and Security Coordinator</b>
2. Reports to:	Country Director
3. Duty Station:	Yangon, Country Office of Welthungerhilfe
4. Scope of the position	full-time job
<b>5. Closing date:</b>	<b>11 July 2024</b>

### II. Objectives and General Responsibilities

This position ensures a robust safety and security management system in accordance with Welthungerhilfe's global safety and security standards. The role involves providing vital and relevant services for the Myanmar Country Programme and its various project offices, implementing and maintaining Welthungerhilfe's Data Protection Policy.

The Safety and Security Coordinator is responsible for ensuring robust safety and security management systems are in place while adhering to global safety and security standards. Additionally, the role involves implementing and maintaining data protection policies to safeguard personal and organizational data.

### III. Duty and Areas of Responsibilities

#### 3.1 Advisory and Technical

- Provide advisory services to the office management and Project Managers on all safety and security matters.
- Develop security risk assessments to identify potential threats and recommend mitigation strategies.
- Ensure safety and security are integral to all program planning and implementation.

- Advise on travel routes taken by staff, ensuring the safest and most efficient routes based on current security information.

### 3.2 Operations

- Evaluate project proposals for security risks and recommend necessary measures.
- Maintain effective relations with security entities and assist in coordination.
- Implement security policies and procedures tailored to local conditions.
- Monitor security budgets and expenses.
- Analyze security data and propose enhancements (e.g., new technologies).
- Prepare comprehensive security work plans, including budget and compliance measures.
- Maintain databases of personnel and security-related information.
- Manage evacuation processes and lead during emergencies.
- Develop reporting mechanisms for security incidents.
- Regularly update the Chief of Security on security matters and submit reports.
- Coordinate security operations for events and visits.
- Conduct routine and special security assessments.

### 3.3 Data Protection

- Introduce and implement global Data Protection Policies at the country program level.
- Work with HR to raise staff awareness about data protection.
- Maintain data protection templates and conduct risk assessments.
- Report and support mitigation of data incidents.
- Ensure timely execution of data protection training and maintain records.
- Act as the Data Protection focal point for the country program.
- Collaborate with HR, IT, and project management on data protection measures.

### 3.4 Staff Development and Training

- Deliver security training programs and ensure staff are informed of security protocols.
- Provide comprehensive instructions and training on security plan implementation.
- Develop and implement tailored training and support programs for partner organizations, responding to their specific needs to enhance their understanding and compliance with safety, security, and data protection standards.

### 3.5 Knowledge Management

- Facilitate training and learning on security topics.
- Lead capacity development and knowledge-sharing initiatives for security personnel.
- Contribute to security knowledge networks and communities of practice.

## **IV. Job Requirements**

### **4.1 Professional competencies**

#### **1.1. Professional/ formal qualifications**

- Any degree with a certification in Security Management, Risk Management, IT, or a related field.

#### **1.2 Job-related professional experience**

- Minimum of 3 years experience in security management and data protection.
- Knowledge of global security and data protection standards.

#### **1.3 Foreign language skills**

- Proficiency in English.

#### **1.4 Social and analytical skills**

- Strong communication and interpersonal skills.

#### **1.5 Other**

- Willingness to travel frequently to project locations.

The employee will be accountable for the above responsibilities. He/she will undergo a yearly employment dialogue which will refer to this Job Description and WHH's core competency framework.

The employee will receive training on WHH's Code of Conduct and is obliged to adhere to and uphold it at all times.

### **Qualified women and men are encouraged to apply**

Interested persons should submit an application letter and an updated CV including educational qualifications, contact number and contact details of at least two professional references from recent employers to:

[Yadanamayhtay.Myint@welthungerhilfe.de](mailto:Yadanamayhtay.Myint@welthungerhilfe.de)

**The review of applications will start before the deadline, and early application is encouraged. Only shortlisted candidates will be contacted for an interview.**