JOB ADVERTISEMENT

SENIOR MANAGER, SECURITY AND RISK MANAGEMENT

Full-time staff position based in the US.

December 2022

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change.

We deliver seven complementary services: project management and implementation / monitoring, evaluation and learning / research, evidence and analysis / stakeholder engagement / capacity development / risk management / data and knowledge management.

Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Integrity has global offices in the US and UK, and regional and country offices in Jordan, Kenya and Pakistan. Our multi-national team of over 60 specialists deliver complex programs in fragile geographies.

Vision: Integrity sets the international standard for ethically delivered, expert services in conflict, post-conflict and fragile contexts. We transform conflict and build stability, accountability and prosperity.

Mission: We help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate we listen, comprehend and recommend.

Commitment: We uphold the highest ethical standards in our service delivery, our employment of staff and our interaction with people. This ensures not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at **www.integrityglobal.com**.

Scope of work

The Senior Security & Risk Manager is a US-based senior manager position within our Operations Team, supporting Vice President, Delivery US. The Senior Security & Risk Manager is responsible for the provision of duty of care and risk management support to project delivery in accordance with company policies. The Senior Security & Risk Manager will provide expert advice and documentation during proposal and project design to ensure effective risk management and context appropriate Security Management Plans.

The Senior Security & Risk Manager will also work closely with the London-based Head of Operations and Senior Operations Manager UK-counterpart to refine existing systems and processes and develop new ones to ensure Integrity's operational continuity in complex environments.

Terms of Reference

A. Project Security and Risk Management (40%)

- Support the management of project risk by coordinating the monitoring of operational geographies, analysis of risk and designing, implementing and maintaining of project security procedures and systems.

- Ensure contingency, evacuation and hibernation plans are in place and suitably resourced for projects and company infrastructure.

- Build and maintain relationships with specialist security providers and coordinate contracting when additional support is required.

- Support the Business and Services teams in contributing to proposal writing with expert advice on risks, mitigations and budgeting for operational support.

- Lead on the development of all project and context specific security management plans – often required by USAID and other key clients – to ensure robust and well-budget safety and security measures for all projects. Advise on appropriate security management approaches that balance personnel safety with project delivery.

- Deploy internationally to support new US project wins as part of start-up, including identifying local operations staff, facilitate local registration, identify office space and legal support.

B. Duty of Care (30%)

- Lead on Duty of Care management and implementation in accordance with company policy.

- Provide Quality Assurance on the adherence to Duty of Care policy overseas and conduct remedial training as required.

- Coordinate provision of bespoke security advice to staff and consultants traveling overseas, with specific focus on new geographies or geographies where there is no in-country presence.

- Track project and non-project travel for the US office and portfolio.

- Ensure all contracted and deployed personnel understand the Duty of Care, insurance, emergency procedures and deliver pre-deployment briefings.

- Responsible for the maintenance of Health & Safety standards in the US office and its project offices.

- Identify, prioritise and manage: HEAT and First Aid training. Maintain and manage HEAT service provider services suitable for Integrity's geographies. Support Head of Operations in UK to design and conduct internal training and capacity building.

C. Team and Line Management (20%)

- Oversee and Quality Assure all staff deployment administration and logistics.

- In conjunction with HR, support the induction process for all new staff.

- Manage the US Office administration for VP Delivery, ensuring it is suitable, equipped and managed to maintain a safe, professional and positive working environment.

- Support Business Continuity planning, implementation and reviews.

D. Incident Management (10%)

- Provide operational support and advice to the US Portfolio Project Directors and Project Managers on demand.

- Provide security and operations support to Incident Management, as required.

- Be prepared to deploy at short notice as Incident Management forward liaison and advisor.

Your Education and Experience

The ideal candidate will have:

- 8+ years Security Management and/ or Operational Planning with logistics experience, particularly in the Middle East, Africa and Asia.

- Experience working at the field level in the capacity of a Security Focal Point role in an NGO or contractor is highly desirable.

- Operational experience of risk and crisis management and operating in fragile environments.

- Higher level qualification in Risk Management, International Relations, International Development or other relevant field.

- Line Management experience, including remote management.

- Desirable Project Management experience.

Languages

- Written and oral fluency in English essential to native standard.

- Other relevant and desirable languages are Arabic, French, Spanish, Urdu and Swahili.

Competencies

The Senior Security & Risk Manager should demonstrate the following core competencies.

Level 1: Team competencies	Level 2-4: Management competencies
• Ethics • Leadership • Planning and Organising • Development and Continual Learning • Results Focus and Initiative • Teamwork • Customer Orientation • Communication • Managing Change	• Analytical and Flexible Thinking • Achievement Focus • Managing Resources • Teamwork and Team Leadership • Customer Orientation • Influencing • Organizational Knowledge • Organizational Alignment • Strategic Thinking • Accountability • Developing Talent

The Senior Security & Risk Manager should also demonstrate the following:

- Familiarity with working in a matrix organization, and across a range of time zones.

- The ability to operate calmly under pressure and in challenging physical environments.

- A considered, methodical and intelligent approach to problem-solving.

- An ability to communicate at the intellectual level, understand complexity and complex situations and be comfortable with ambiguity and nuance.

- Strong leadership with a diplomatic and personable approach to developing and managing relationships.

- Clear sense of integrity and respect for others and empathy for cultural diversity, challenges and environments.

- The vision, aptitude and energy to grow the role and the organization, building opportunities for personal and corporate learning.

- Work effectively alone and as part of a team to a common goal or outcome.

- Demonstrable technical skills in risk management, logistics, IT, finance and admin.

Hybrid Working

Integrity is a hybrid work employer offering a flexible working model that supports a blend of in-office and working from home time. Each office has its own flexible working model to meet local needs and demands.

How to Apply

If you are interested in applying for this position, please complete the application form at **www.integrityglobal.com/apply-sm/** and attach a CV and Cover Letter explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered**.

The closing date for applications is **16th December 2022.** However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the US.

Integrity is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by US data protection laws.