



VACANCY ANNOUNCEMENT Safety and Security Assistant

OPEN TO: All Interested, Qualified Candidates

POSITION: Safety and Security Assistant

DUTY STATION: Rabat, Morocco

DATE OF ENTRY ON DUTY: July 2018

SALARY LEVEL: An annual total gross pay of 180,162.00 **MAD** including allowances, competitive bonus and benefits package. The US Peace Corps offers an attractive package of benefits, including CIMR, CNSS, Health and Disability Insurance and Annual Leave.

Women and men, and members of all racial and ethnic groups are encouraged to apply.

The Peace Corps program in Morocco places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking qualified applicants for the contracted position of Safety and Security Assistant. The Safety and Security Assistant (SSA) provides administrative support to the safety and security program. The primary responsibilities of the SSA include but are not limited to: 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; 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 Safety and Security Manager (SSM). The Office of Safety and Security provides technical oversight of security related. The SSA reports to the Country Director, or other relevant staff as the CD may assign.

This is a full-time contracted position that requires work both within the Peace Corps office in Rabat as well as periodic travel within Morocco.

MAJOR DUTIES AND RESPONSIBILITIES (A full description of the duties and responsibilities will be defined in the position Statement of Work):

1. Supports and Verifies Safety and Security Policy Implementation
2. Assists Safety and Security Training
3. Assists with the Support of Home-Stays and Site Identification
4. Assists with Incident Reporting and Response
5. Assists with Emergency Preparedness
6. Assists with Analysis, Reports and Other Communication
7. Represents the Safety and Security Program:
8. Manages Duty Officer System
9. Manages *carte de sejour* process
10. Provides Back-Up Coverage for the SSM
11. Performs other duties and tasks as required to support the mission of Peace Corps Morocco

MINIMUM QUALIFICATIONS REQUIRED AND PROVEN EXPERIENCE IN THE FOLLOWING:

- University degree (BA/BS degree)
- Minimum 3 years of relevant work experience in one of the following: safety and security, social work,

counseling, volunteer support.

- Ability to use computers, including knowledge of Microsoft Outlook, Word and other Microsoft Office applications
- Experience working in a multi-cultural environment
- Fluency in English, French and Moroccan Arabic
- Be a Moroccan citizen
- Possess Moroccan driver's license with a clean/satisfactory driving record

DESIRED SKILLS AND EXPERIENCE:

- Ability to develop rapport with volunteers and a sense of confidence and trust (high degree of *soft skills*)
- Ability to develop and maintain effective working relationships with other organizations, including local law enforcement, criminal justice, emergency management and other NGO/development agencies
- Ability to analyze safety and security trends and other risks and propose mitigation strategies
- Demonstrated organizational and communication skills
- Ability to conduct training and give presentations, in both English and a local language

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and relevant experience fulfill the requirements of the position. **Submitted material must address each listed minimum requirement (including Moroccan citizenship and possession of driver's license).** Both Cover Letter and Resume (CV) must be type written in English and emailed to:

hr@ma.peacecorps.gov

Please include the title of the position for which you are applying in the subject line of your email.

DEADLINE FOR APPLICATIONS: Close of Business – April 30, 2018.

Only applicants selected for interviews will be notified by telephone and/or email.

All experience, skills and qualifications will be verified. Employment is contingent on a favorable security background check.