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PEACE CORPS – MOROCCO
VACANCY ANNOUNCEMENT

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POSITION: **Safety and Security Assistant**
DUTY STATION: Rabat, Morocco
DATE OF ENTRY ON DUTY: January 2015
SALARY LEVEL: **Salary based on experience;** Starting at 150,116 MAD gross; net pay, includes, CIMR, CNSS, Health Insurance, Disability Insurance, Work Accident and Life Insurance and Moroccan taxes.

DEADLINE FOR APPLICATIONS: COB November 16, 2014
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The United States Peace Corps is seeking a **Safety and Security Assistant**. Under the general supervision of the Country Director and Safety and Security Manager, assists with the management and implementation of Volunteer safety and security.
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Job Responsibilities:

- Provide safety and security support to post and PC Volunteers and ensures that adequate systems are functioning to support Volunteer safety and security.
- Participate in the design, development and delivery of trainings in the areas of personal safety and security for PC Volunteers.
- Assist with responsibility to monitor and maintain appropriate documentation regarding post compliance with Peace Corps safety and security regulations, with primary responsibility for maintaining accurate records for the "Whereabouts Notification" requirement.
- Assist with the following duties:
    - Oversee and implement all activities related to Peace Corps Volunteer safety and security
    - Communicate regularly with all branches of the Moroccan Government that oversee Volunteer presence (local and national police, Ministry of Foreign Affairs, etc.)
    - Maintain, update, and test Emergency Action Plan (EAP)
    - Conduct staff and Volunteer training in safety and security practices
    - Maintain emergency communications and Volunteer Warden system
    - Investigate, report, and analyze incidents and maintain complete, current and accurate files
    - Provide logistics support for Post events
    - Conduct other projects as directed by the Safety and Security Coordinator or Country Director

MINIMUM QUALIFICATIONS REQUIRED AND PROVEN EXPERIENCE IN THE FOLLOWING:
- **University degree**
- **Experience working in security related field**
- **Ability to use computers, including knowledge of Microsoft Outlook, Word and other Microsoft Office applications**
- **Fluency in English, French and Moroccan Arabic**
- **Ability to work independently and be part of a team**
- **Strong interpersonal and communication skills**
- **Training experience**
- **Moroccan Citizenship**

For consideration, all applicants must submit a Resume (CV) together with a Cover Letter stating in detail how their education and experience fulfills the requirements of the position. Submitted material must address each listed requirement. **Both Cover Letter and Resume (CV) must be type written in <u>English</u> and emailed to:**

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<u>Job@ma.peacecorps.gov</u>

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

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.

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