**Safety and Access Manager**

**Position Summary:**

The Safety and Access Manager will work with the Country Representative to ensure that ICAP in Ukraine’s security policies and procedures are appropriate, responsive to the ongoing active conflict, and in accordance with Columbia University standard operating procedures. The Safety and Access Manager will also liaise closely with ICAP New York leadership on safety management measures and humanitarian concerns.

* Develop and implement safety and security measures, focused on allowing ICAP to carry out all project activities while maintaining the safety of all personnel.
* Update ICAP Ukraine’s Safety and Security Risk Assessment, Contingency Plan (CP) which includes stand-fast contingencies, relocation and medical evacuation plans – ensuring that it includes a detailed threat assessment and suitable risk mitigation measures, standard operating procedures (personnel movement & transport, telecommunications, incident reports, etc.), physical security, contingency plans, medical plans, evacuation plans, and detailed measures to be taken in the event of critical incident, for all field offices.
* In coordination with ICAP leadership, develop and implement safety and security standard operating procedures and contingency plans, including gender-specific risks.
* Conduct trainings for all ICAP in Ukraine personnel on ICAP safety and security procedures and incident management.
* Carry out regular contextual assessments by travelling to and assessing field locations
* Provide regular security updates and briefings to staff, including visitors’ briefing and new staff inductions
* Conduct field office and residential security surveys for internationals assignees or short terms visitors and recommend physical security measures to the concerned Regional Coordinator, Safety & Access Managers, and any designated counterparts.
* Plan for potential emergencies, including potential evacuations, and conduct ongoing risk assessments, including assessing potential vulnerabilities of the program.
* Develop contingency plans for changes to the conflict situation and other emergency scenarios.
* Facilitate ongoing communication between all ICAP in Ukraine staff, which can be maintained in context of ongoing active conflict.
* Coordinate and network with relevant stakeholders within Ukrainian government, CDC, and other partners.
* Develop regular reports that track ongoing conflict and security situation and provide updates on any incidents.
* Provide insight and advice on specific program activities, including travel and large trainings and meetings.
* Any other duties as assigned by supervisors.

Disclaimer:

This Position Description is subject to revision and addition of additional responsibilities pertaining to safety and security in-country.

**Education:**

* Bachelor’s degree in Business Administration, International Relations, or related field preferred.

**Experience, Skills, and Minimum Qualifications:**

* At least 5 years’ experience in security management, ideally at a nonprofit or NGO
* Strong understanding of local political context and dynamics in Ukraine
* Excellent communication, writing, and quantitative skills in both English and Ukrainian
* Strong skills related to training, program coordination, and teambuilding