

Department: Mary's Meals Malawi

Responsible to: Country Director

Location: Malawi

Contract length: 1 Year renewable

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

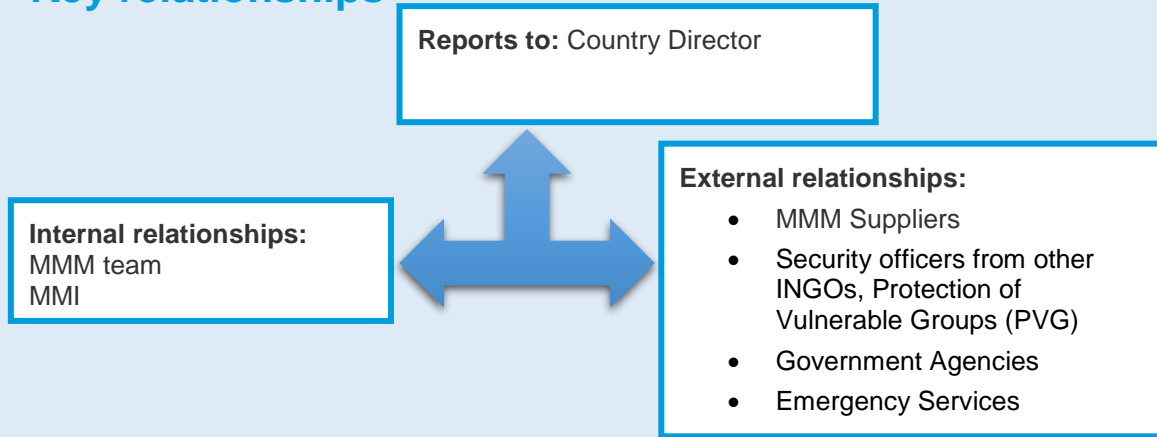
Job purpose

The Risk and Security Manager (RSM) is responsible for the Mary's Meals Security and Risk Management operations. S/he oversees the manned Security operations, Fire safety, staff compliance to Standard Operating Procedures (SOP's), Vehicle and premises safety, Crisis Management Planning, and security and Risk Management trainings.

Key activities

- Ensure Standard Operating Procedures and insurance requirements for Mary's Meals activities are strictly observed.
- Ensure strict observance of the Mary's Meals Security Policy
- Conduct regular site inspections ensuring that the prescribed Standard Operating Procedure is being observed and the operations are controlled as directed – conducting the spot check school visits and field data audits as per programmes' assignment
- Liaise with Management in order to Monitor performance and maintain accuracy and efficiency in the areas such as SOP's, Vehicle safety, Crisis Management Planning, and Training.
- Oversee the training programmes for Drivers, Fire Marshals, Staff fire safety, Organizational Crisis Management recommending measures and enhancement to ensure that the organization always provides a quality service without compromising its operating and insurance standards - Provide relevant trainings to fellow members of staff i.e. fire safety trainings, safe drive or defensive driving, basic first aid trainings, 4 x 4 Wheel drive, field emergency preparedness trainings
- Manage the Safety and Security of all Mary's Meals assets including buildings, vehicles, communication equipment – spotting areas that are prone and can endanger MMM property if disregarded
- Monitor the equipment within vehicles and premises to ensure that it is maintained to the specified standard
- Review all SOP's to ensure that they remain relative to the Mary's Meals operation.
- Ensure the accurate maintenance of the Disaster Preparation Crisis Management Manual.
- In liaison with Senior Management and the Global Security and Risk Management Advisor manage amendments and introduction of new Security and Risk Management Policies and Procedures
- Familiarize and coordinate with local authorities and law enforcement
- Liaise with other NGO Security officers
- Attend necessary Security forums within the
- Ensure compliance with regulatory directives.
- Maintain up to date knowledge of Security and Risk Management issues within his area of responsibility including external issues
- Maintain close working relations other managers/departments in order to work as a team.
- Provide security briefing to visitors and new members of staff
- Bring an awareness to all country staff in times of panic or emergency occurring
- Conducting site inspections (office compound and expats buildings and report if find something not in order
- Any other duty that may be assigned from time to time

Key relationships



Qualifications, skills and experience	Essential	Desirable
A degree in Strategic Management, Security or Risk Management Business Administration, Logistics and Supply Chain management, or a relevant subject or equivalent level of professional experience	✓	
Experience of managing logistics, specifically in areas of stock management, warehousing and fleet management	✓	
Advanced and well-developed inter-personal skills, with solid track record in persuading and influencing others	✓	
Fluent written and spoken English and ability to communicate well across all levels	✓	
Able to work well with people of different cultures and nationalities	✓	
Excellent Microsoft Office skills, particularly Word and Excel	✓	
Ability take a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines. Should be able to work 24/7. Quick or rapid response to any organisational emergency crisis.	✓	
Excellent attention to detail	✓	
Understanding of the principles of international development		✓

Understanding of the place of school feeding in relief and development.		✓
Familiarity with using fleet management systems	✓	
Background or basic understanding of vehicle security.	✓	
Team management experience, including leading, engaging and motivating a team	✓	
Experience of developing, monitoring and reporting against agreed plans.	✓	
Driving License	✓	
Experience of training and coaching		✓

Mary's Meals International manager competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed Date.....