



Terms of Reference

The Lebanese Center for Human Rights

Safety & Security Officer

Background:

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations. CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases. CLDH team on the ground supports initiatives aimed at determining the fate of all missing persons in Lebanon. CLDH regularly follows up on numerous cases of arbitrary detention and torture in Lebanon in coordination with Lebanese and international organizations, and with the United Nations Working Group on Arbitrary Detention WGAD and the UN Special Rapporteur on Torture. CLDH currently has 4 offices: Dora, Baouchrieh, Beqaa and Tripoli.

Job Profile:

The safety & security officer (SSO) reports directly to the Project Coordinator and is responsible for ensuring all security measures are implemented and developing safety & security guidelines.

Duties & Responsibilities:

- Ensure the onsite safety and security of CoA members and CLDH team during all types of activities.
- Attend all activities and provide pre-event security assessment and security check
- Provide activity security brief for all activities
- Develop, implement, and regularly update safety guidelines tailored to the needs of the organization and specific projects.



- Conduct comprehensive venue, and transportation security assessments to identify safe options for LGBTQI+ individuals and team members, providing criteria for selection.
- Provide two monthly security reports; 1- on the country context report, 2- on LGBTQI+ context report
- Offer concise analysis and timely updates in response to any security threats, while maintaining open lines of communication with relevant organization staff & CoA members.
- Develop and update travel safety guidelines, including safe taxis assessment guidelines, emphasizing adherence to established safety protocols.
- Develop guidelines for responding to environmental disasters or conflict situations, advising on safety and security measures.
- Conduct security briefings for all participants before the start of each activity, emphasizing the importance of safety protocols.
- When necessary, provide safety training to CoA members, CLDH Team, ensuring widespread understanding and compliance.
- Beyond project-specific duties, provide input over the organization's overall safety and security efforts, policies and practices that help protect all members and assets.
- Participate in global, regional, and country safety and security meetings, representing the organization's interests and ensuring alignment with broader safety standards and practices.

Qualifications:

- A bachelor's degree in political science, geopolitical studies, international relations, human rights, or any related field. Advanced degrees in these areas or specific studies related to gender and sexuality might be preferred. Alternatively, significant experience in safety and security roles may suffice for candidates who do not hold formal degree.
- A minimum of 3 years' experience in safety and security work management, preferably within non-profit, NGO, or international development contexts.
- A background in developing and implementing security protocols for vulnerable groups, especially in countries with significant human rights challenges.
- Experience working in the LGBTQI+ context
- Experience working with other vulnerable & marginalized groups Strong knowledge of risk assessment techniques and ability to conduct detailed safety audits and venue assessments.



- Familiarity with global and regional security trends, particularly those affecting vulnerable populations.
- Effective communication and training skills, capable of delivering clear safety guidelines and briefings to diverse audiences.
- Technical skills for managing and reporting information securely.
- Good analytical skills to assess risks and formulate strategic security measures.
- Knowledge of digital security measures and information protection.
- Excellent interpersonal skills, including empathy and the ability to work effectively with individuals from diverse cultural and social backgrounds.
- Strong commitment to human rights and equality
- Fluency in Arabic, and English. French is a plus.

Location:

The Safety & Security Officer is based in CLDH main office in Dora with visits to other CLDH Offices when needed.

Application:

Interested individuals should submit their **CV & Cover Letter by April 8, 2024**, to recruitment@cldh-lebanon.org indicating in the subject line “**Safety & Security Officer**”

E-mails with no subject lines will be disregarded.

The interview process will be ongoing and might end upon receiving a qualified candidate for the position.

Only shortlisted candidates will be contacted.

Applicants who have a personal relationship/association with a CLDH staff member are required to declare it in their email application.