

Position: Safety and Training Coordinator	Employment Regime: Seconded/Contracted	Post Category: Assistant Level AL-2
Ref. number: 134	Location: The Hague, the Netherlands	Availability: 01 April 2019
Component/Department/Unit: Kosovo Specialist Chambers/ Division of Administration/ Security and Safety Unit	Security Clearance Level: EU SECRET or equivalent	Open to Contributing Third States: Yes

Reporting Line:

The Safety and Training Coordinator reports to the Head of Security and Safety Unit.

Main Tasks and Responsibilities:

- To act as safety advisor and training focal point for internal and external interlocutors;
- To conduct safety audits, risks assessments, specific analysis, evaluation reports and workplace inspections to maintain safe housekeeping;
- To coordinate internal and external training, maintain and administer annual training plans, coordinate and review training records in order to identify and record all training attendance and results applicable for the purpose of audit, review and performance monitoring;
- To assess, identify, design, develop, implement and evaluate all training courses, their content and efficiency;
- To coordinate with applicable third parties, such as external suppliers and technical support services, providing training services and maintenance/programming of technical security and safety training and operational systems to ensure availability of services;
- To continually monitor the viability of technical security and safety systems, identify potential risks and recommended mitigation measures;
- To provide technical competence parameters in relation to Control Room Operations as part of continual reinforcement training for applicable staff;
- To draft, implement and monitor organizational safety and evacuation plans, such as safety and house rules to reduce event likelihood;
- To undertake any other related tasks as requested by the Line Managers.

Essential Qualifications and Experience:

- A level of secondary education attested by a diploma.

AND

- A minimum of eight (8) years of relevant professional experience, after having fulfilled the education requirements.

Specification of Education and Experience

- Experience in implementation and monitoring of training and safety programs with emphasis on workplace safety and/or control of technical security and safety systems;
- Good understanding of the objectives and operation of technical security and safety systems;
- Demonstrable experience in the implementation and delivery of security and safety training and programs;
- Demonstrable experience in managing of organizational safety and/or security programs;
- Good interpersonal and communication skills in English, both written and oral;
- Ability to work productively in a fast-paced, team-oriented environment and produce accurate work under pressure and in difficult circumstances;
- Ability to establish and maintain effective and constructive working relationships with people of different national and/or cultural backgrounds with respect for diversity.

Desirable

- Recognized instructional certifications in security and/or safety disciplines;
- Knowledge of Host State fire and safety regulations with prior experience of organizational safety program alignment;
- Additional qualification in areas such as investigation, security training, radiation control or other relevant topics;
- Prior relevant experience within a security critical environment such as high profile/sensitive facilities or an international, hybrid or national criminal court;
- Working knowledge of the Dutch language;
- Prior supervisory and/or instructional experience in a multi-national environment;
- First Aid and/or Fire and Safety certification.