



## Job Description

**Position:** Compliance Manager (80%)

**Reporting to:** Executive Director

**About ICoCA:** The International Code of Conduct for Private Security Service Providers' Association ("[ICoCA](#)"), founded in September 2013, is a multi-stakeholder initiative created to promote, govern and oversee the implementation of a Code of Conduct for private security companies that operate notably in high risk and complex environments. The objective of the Code is to promote increased respect for human rights and humanitarian law and to raise standards of operational conduct throughout the private security industry.

### Responsibilities:

As lead of the Compliance team, the Compliance Manager will be responsible for:

- Strengthening ICoCA's evidence-based systems for evaluating compliance with the Code of Conduct and addressing non-compliance.
- Ensuring that all Member and Affiliate Companies continue to improve their understanding and implementation of their commitments under the Code of Conduct and that they work towards achieving ICoCA Certification.
- Developing relevant training and guidance tools for ICoCA Member and Affiliate Companies to integrate provisions of the International Code of Conduct in their policies and practices.

and, as needed:

- Engaging with external stakeholders and experts as part of ICoCA communication, outreach and compliance activities.
- Coordinating relevant information management projects.
- Undertaking other tasks as directed by the Executive Director.

### The Candidate's Profile:

Working for a relatively young organization, the ideal candidate is someone who can integrate into a small and dynamic team. S/he must be versatile and innovative, comfortable in navigating between and at the intersection of the security, business and human rights worlds. The candidate should have an interest in international relations and current affairs. As team leader, s/he must be able to maintain a positive and creative work environment, have excellent leadership skills, good work ethics and abide by [ICoCA values](#).

## Qualifications and Skills

The Compliance Manager position is designed for candidates with:

- Minimum 10 years of progressively responsible experience in a similar position in the fields of security, business and human rights;
- Experience in oversight, verification and compliance, including in supply chain due diligence, and business and social audits;
- Demonstrated understanding of regulatory and judicial developments in the fields of human rights due diligence and corporate accountability for human rights abuses;
- Significant knowledge of the private security industry, either as an employee of a private security company or through related work experience in a government regulatory position, business corporation, international organization, or Non-Governmental Organization;
- Demonstrated ability to understand and address the needs of a diverse, global group of stakeholders, including with businesses and multi-national corporations;
- Demonstrated leadership, management, and organizational skills;
- Excellent verbal and written communication skills;
- An advanced university degree in relevant field;
- Fluent in French and English (excellent oral and writing skills), fluency in Arabic, Chinese or other language an asset;
- Preferably valid working permit for Switzerland or Swiss national.

**Location:** Principal location of work is at the ICoCA's headquarters in Geneva, Switzerland. Occasional overseas travel, including to complex environments, will be required.

**Compensation:** Compensation will be commensurate with experience, and is competitive with public interest and not-for-profit pay scales.

ICoCA is committed to create an inclusive and diverse work environment that values individual differences in the workforce and ensures that everyone feels welcome and safe. Qualified female candidates are strongly encouraged to apply.

**Duration:** The position will be offered on a one-year contract which can be renewed dependent on performance and availability of funding.

Individuals interested in this opportunity should submit a CV (max. two pages) and a motivation letter to: [secretariat@icoca.ch](mailto:secretariat@icoca.ch)

The deadline for applications is **11 June 2021**. Only short-listed candidates will be contacted.