



[RNW Media](#) is an international organisation that builds digital communities for social change. We use online media to engage young people (15-30 years old) on sensitive and often-taboo subjects – from love, sex and relationships to civic participation. Through our platforms, young people get comprehensive science- and rights-based information and a safe space to focus on their aspirations and engage in constructive dialogue about what really matters to them.

RNW Media is looking for a:

Project Coordinator Safety & Security

In a challenging, international and dynamic environment

16 hours/week

Vacancy number: **19-041**

Your profile

As our Project Coordinator Safety & Security, you work in a fast-changing and international environment. You are pragmatic, pro-active, impact-driven and openminded. You coordinate and handle all organizational and Safety & Security project-administrative matters, including necessary implementation activities. You are passionate about building and maintaining relations with teams in Africa and the MENA region.

Positioning in the organisation

The Project Coordinator Safety & Security is a position within the Finance & Operations department and you will report to the Director of Finance & Operations.

Role purpose

The purpose of the role is to ensure all matters safety and security related are effectively coordinated for staff and partners of RNW Media. The role looks at risk management, security protocols, incident reporting guidelines & procedures, and digital safety & security measures. Following trends and keeping colleagues in programme countries aware and updated, whilst ensuring a holistic view of safety and security procedures, is part of the role.

What you will be doing

As a Project Coordinator Safety & Security you are, among other things, responsible for:

- Acting as first point of contact and liaison for stakeholders (internal and external) with regard to the planning, organizational matters and implementation processes of RNW Media's Safety & Security policies and objectives;
- Identifying needs and wishes and translating this into a solution;
- Analysing, documenting and processing of lessons learned, which you use to further develop our Safety & Security procedures and processes;

- Coordinating and monitoring the strategic project planning including reporting;
- Documenting the Safety & Security approach, objectives, processes and keeps them up-to-date; and
- Monitoring the progress and deadlines of outstanding activities, identifying (potential) problems and act upon them.

What you need to have

Your pro-active way of working, by means of which you are a real team player, makes you a truly valued colleague. Besides this, you have a hands-on mentality, are accurate and have excellent planning and organisational skills.

You also have:

- At least a bachelor's degree in a relevant field, a masters' degree is a plus;
- 3 to 5 years' relevant experience in international development and working with international teams;
- Good project management/project coordination experience;
- Excellent communication skills, verbally and written; and
- Fluency in English, Knowledge of Arabic, Chinese or French is considered an asset.

What do we offer?

Working at RNW Media is much more than a job. In addition to a competitive salary and benefits, you support young people to drive social change. You also become part of a young and multi-cultural team of professionals representing several countries, working both in Hilversum and in our focus countries. We have an informal and flexible work structure that emphasises wellbeing as much as it does quality work. You also get to work in an office with a great green space right up against a national forest. The Hilversum Media Park train station is less than a 15-minute walk. We offer a one-year contract based on 16 hours per week. The position has a competitive compensation and benefits package aligned with the sector.

How to apply?

On behalf of RNW Media, [NGO Recruit](#) is responsible for the selection procedure. You can express your interest in this position by sending your CV and motivation letter to hello@ngorecruit.com before 11th of October quoting reference number **NRW002**. **Only applicants with a valid residence and work permit for the Netherlands will be considered**. Applications will be processed as they come in so if we appoint a suitable candidate before closing date, we reserve the right to remove the vacancy from our website before that date. In such a case, any responses received after that time are not processed. It could be that during our selection process the closing date for the vacancy is extended. If so, and if you have not yet heard from us, your application remains active.

Acquisition is not appreciated.