TO THE MEMBER ASSOCIATIONS OF FIFA

Circular no. 1602

Zurich, 13 November 2017

FIFA Safety & Security Officers – candidates

Dear General Secretaries,

As part of FIFA’s mandate to ensure that football events taking place across the world are as safe and secure as possible, the FIFA Safety & Security Subdivision provides support and expert advice in safety and security-related matters to host countries, local security agencies, Local Organising Committees and FIFA member associations.

During FIFA’s World Cup qualification matches or final tournaments, the assistance and support provided by the Safety & Security Subdivision includes reviewing national security concepts and operational security plans, conducting inspection visits and, based on risk/threat assessments and operational needs, appointing FIFA Safety & Security Officers in the venues where matches or tournaments are taking place. These assignments may consist of a four-day mission for qualification matches or up to one month for one of FIFA’s final tournaments.

To continuously improve the level of service that FIFA can offer to member associations and Local Organising Committees, FIFA’s Safety & Security Subdivision is looking to enlarge and enhance its pool of trained FIFA Safety & Security Officers by identifying, recruiting and training new safety and security officers for deployment at future tournaments.

As such, we would appreciate your assistance in identifying potential female and male candidates for the role of safety and security officers. These individuals should be highly knowledgeable and experienced in sports safety and security matters and already involved in this field at football association (including league level) or confederation level, for example as a national security officer, senior national security adviser or stadium security officer (as per the descriptions given in Annexe A of the FIFA Stadium Safety and Security Regulations issued in January 2013). A job description is enclosed with this letter to assist in identifying suitable candidates.

As FIFA’s competitions take place in international environments, the working language is English; therefore, it is imperative that all potential candidates should be proficient in English.

We would therefore appreciate it if FIFA member associations could share this recruitment procedure with relevant stakeholders and invite any potential experienced female or male candidate to submit an
application to the FIFA Safety & Security Subdivision (using the attached application form) by 15 December 2017 at the latest.

We thank you for taking note and for your valued cooperation in helping to make football safe and secure worldwide.

Yours faithfully,

FÉDÉRATION INTERNATIONALE DE FOOTBALL ASSOCIATION

Zvonimir Boban
Deputy Secretary General (Football)

Cc: - Confederations

Enc. as mentioned
FIFA Safety & Security Officer – job description

Type of role: freelance
Location: at tournaments, and qualifying matches as required
Purpose of role: to represent FIFA on safety and security matters and to ensure adherence to the FIFA Stadium Safety and Security Regulations

Essential requirements
- Professional background in sports ground safety and/or security
- Experience of working with public and private security organisations
- High level of spoken and written English

Desirable requirements
- Current involvement with a FIFA member association, a confederation or a domestic football league in the field of safety and/or security
- Management/leadership experience
- Experience of working in an international environment
- Work experience at a FIFA tournament

Key competencies:
Communication
- Communication skills (including excellent spoken and written English as a minimum)
- Ability to quickly develop and maintain effective working relationships

Professional behaviour
- Integrity
- Self-motivation
- Political sensitivity

Professional skills
- Strategic orientation
- Knowledge of stadium safety and security
- Analysis and problem-solving
- Judgement and decision-making
Duties of FIFA Safety & Security Officers

- Safety and security liaison between venues and FIFA and act as a contact point for teams, officials and FIFA staff
- Ensure adherence to the FIFA Stadium Safety and Security Regulations
- Provide guidance and advice to venue safety and security management as needed
- Establish and maintain effective working relationships with relevant local safety and security partners (public and private organisations)
- Provide standard pre-match, match and post-match reports to FIFA as directed
- Check safety certificates
- Bring to the General Coordinator’s attention any safety- and security-related issues that may affect the safety and security of the stadium, team hotels, transport, players, or officials, and ensure that appropriate follow-up and remedial action is taken to prevent a recurrence
- Ensure that all stadium inspections are completed and that the stadium is prepared from a safety and security perspective
- Ensure that emergency vehicle access is clear and unobstructed
- Ensure that all first aid and medical and fire safety provisions are in place
- Attend all pre-match meetings (including the Match Coordination Meeting on MD -1) and oversee the provision of information on:
  - Safety and security situation
  - Expected attendance
  - Match risk rating
  - Potential problems
  - Enforcement of accreditation and supplementary accreditation devices (SADs)
  - Other safety and security issues
- Attend/chair all safety and security briefings and oversee pre-match steward briefings
- Ensure that the FIFA zones are in place and effectively managed, particularly the integrity of zone 1 (field of play) and zone 2 (FIFA offices and changing rooms)
- Oversee the arrival and departure of teams and referees
- Monitor the match, particularly:
  - Crowd flow into, around and out of the stadium
  - Crowd behaviour (including acts of racism, sexism, homophobia, etc.)
  - The conduct and behaviour of the stadium security staff, especially those positioned around zones 1 and 2
- Maintain regular contact with the venue operations centre (VOC) and senior police commander from kick-off -30 mins until the stadium is clear of all spectators
- Supervise the players entering and leaving the pitch. If there is animosity between the teams, ensure that the teams are segregated
- Supervise the players moving through the mixed zone
- Ensure that accreditation and supplementary accreditation devices (SADs) are being correctly used and adhered to
- Watch for signs of match-fixing and report the matter immediately to the FIFA General Coordinator
APPLICATION FORM – SAFETY & SECURITY OFFICER

Member association: ____________________________

1. Surname: ______________________________________

2. First name: ____________________________________

3. Name as stated in passport: ______________________

4. Nationality: _________________________________

5. Date of birth: _________________________________

6. Passport no.: _________________________________

7. Email address: ________________________________

8. Academic qualifications: _________________________

9. Current position/role: __________________________

10. How long have you held this position/role? ____________

11. Proficiency in English: _________________________

☐ I attach a copy of my curriculum vitae to this form

☐ I attach a copy of my passport to this form

_____________________________________________  _______________________________
Signature of candidate                           Signature of General Secretary

Name: ________________________________            Name: ________________________________

Date: ________________________________             Date: ________________________________

Note: Please return this form to FIFA by email to security@fifa.org together with both requested attachments (curriculum vitae + passport) by 15 December 2017 at the latest.