



## Job Specification:

## Country Security Manager - Syria

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Technical Line Management:	Regional Security Manager
Responsible for line managing:	Guard Force and Programme Security Officers
Location:	Northeast Syria with frequent travel in-country and to MAG Erbil

**MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.** People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

**MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.** We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

**MAG's Values:** Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

**DETERMINED** - we work with purpose.

**EXPERT** - through excellence and expertise we build trust.

**INTEGRITY** - we strive to do the right thing.

**COMPASSION** - people come first in everything we do.

**INCLUSIVE** - we are inclusive, and we value diversity.

## Job Purpose:

1. Collaborating with the Country Director (CD), Senior Management Team (SMT), and Regional Security Manager (RSM) to manage and operationalise the MAG security management framework.
2. Ensuring compliance with the Global Security Policy and Standard Operating Procedures to fulfil MAG's duty of care obligations.
3. Delivering high-quality safety, security, and crisis management services per established MAG frameworks, including risk assessment, context analysis, and training.
4. Conducting regular field visits for security assessments, programme security audits, personnel training, and procedure implementation.
5. Managing safe access, movements, and communication for MAG teams.
6. Ensuring preparedness for and facilitating responses to critical incidents and crises.
7. Cultivating relationships and effective communication with stakeholders such as communities, government entities, humanitarian mine action actors, formal networks, aid agencies, and security personnel.

## Job Description:

### Safety & Security Management:

- Implement and manage the MAG County Security Framework, including Country and Site Security Plans, Security Risk Assessments, Contingency Plans, Incident Management Plans and MedEvac Plan.
- Ensure the programme operates in line with MAG's minimum security standards.
- Implement and monitor appropriate physical and personnel security measures.
- Ensure adequate programme preparedness for and response to critical incidents and crises.
- Using established framework documents, conduct security risk assessments for current and potential operational areas and implement appropriate mitigation measures.
- Support managers in implementing security measures, ensuring staff awareness of policies and procedures and informing them of changes.
- Conduct regular field visits to provide support, assessments, and training.
- Oversee in-country travel and communications.
- Manage guard forces and in-country security focal points.
- Support CD and SMT in adequately budgeting for security.
- Act as the primary HSE focal point, identifying and implementing mitigation measures to reduce risks at programme locations and for staff.
- Undertake additional security-related duties as directed by the RSM and CD.

#### **Humanitarian Access Management:**

- Develop and implement humanitarian access strategies, ensuring appropriate community engagement.
- Ensure MAG teams maintain sustainable relationships with local actors and communities, aligning with humanitarian principles for programme acceptance.

#### **Information Management and Context Analysis:**

- Ensure accurate and timely reporting of all health, safety and security-related near-misses and incidents.
- Lead on monthly internal audit security elements, ensuring accuracy and objectivity.
- Represent MAG and actively engage in Syria-based formal security information networks.
- Establish and maintain informal networks, remaining current on the approach of other organisations.
- Ensure security-related information from communities and staff is actively fed into analysis.
- Collect, analyse, and disseminate security intelligence products, including weekly reports, to assist with programming and planning.
- Develop planning scenarios for current and future intervention areas, including indicators for security deteriorations.
- Use mapping and visual aids to deliver security analysis updates to the programme and RSM.
- Maintain appropriate storage of security framework documents and products, ensuring accessibility.
- Develop relations with key stakeholders such as INSO and NGO Forum.

#### **Security Equipment:**

- Implement and maintain all programme physical and technical security equipment.
- Manage the programme personnel tracking and communications systems.

#### **Security and Safety Training:**

- Ensure the delivery of security inductions, briefings, and debriefings for all staff and programme visitors.
- Develop and deliver HSE briefings and training as required.
- Deliver personnel and security management training as required.
- Deliver crisis management briefings and training as directed by the RSM.

#### **Compliance:**

- Ensure programme compliance with MAG framework security documents and minimum standards.
- Conduct investigations as directed by the CD or RSM.

#### **All staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives

- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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### **Person Specification**

#### **Essential Experience:**

- Proven experience in security management.
- Demonstrated experience in the Middle East or a similar high-risk environment.
- Demonstrable critical incident management experience.
- Experience and ability to work effectively with multi-disciplinary and multicultural teams.

#### **Essential Skills and Knowledge:**

- Demonstrable political, security and conflict analysis skills (including open source and geospatial intelligence).
- Understanding of the Northeast Syria context.
- Microsoft Office.
- Skilled in the development of security risk assessments.
- Security training experience (field security, security management, crisis management humanitarian principles).
- Experienced in field communication devices (HF, VHF, UHF, SATCOM etc.)
- Excellent interpersonal skills and the capacity to remain calm under pressure.
- High level of maturity, flexibility and pragmatism.
- English language skills and good written ability.
- Proven ability to influence and negotiate, including in complex and stressful circumstances.
- Ability to advise and support field staff in a consultative and positive manner.
- Understanding of NGO security management and humanitarian principles.

#### **Essential Aptitude:**

- Self-motivation and the capacity to work with limited supervision.
- Ability to work remotely with limited management oversight and support.
- Experience and acceptance of working in remote locations (with limited/no electricity, internet, etc).
- Able to work under pressure, deliver high-quality work within deadlines and meet team objectives.
- 100% commitment to MAG's mission, values, and approach.

#### **Desirable Skills and Knowledge:**

- Arabic or Kurdish language.
- PowerBi and ArcGIS user.
- Recent experience working in Syria.
- Advanced academic qualification in security management, political sciences, geopolitics, or social sciences.
- Prior NGO experience, ideally in security management or advisory role.

- Experience in investigation processes and methods.
- Knowledge of Humanitarian Mine Action (HMA) operations.

Signed employee:	Date:
Signed manager:	Date:

December 2024