Job Specification: Country Security Manager

Department: Programmes
Scale: PSM 4
Line managed by: Country Director with dotted line management to Regional Security Manager
Responsible for line managing: Field Security and Liaison Officer, Security Assistant and Radio Operator
Location: Juba, South Sudan with frequent travels to various areas of the country

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MAG's Vision A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose

To work with programme senior management to ensure good security planning and management in the programme.

To develop and facilitate appropriate relationships and good communications between MAG and other stakeholders we engage with.

Job Description

Information management:

- Participate and represent MAG in the Juba-based security information networks.
- Support the Country Director in overall management of security in the programme through the collection and dissemination of relevant security information.
- Ensure security information is stored in accessible electronic and paper systems.
- Provide regular, concise and clear verbal and written security updates.

Advising and facilitating security management

- Maintain and ensure existence of a functioning security management system, including:
  - Context analysis (internal & external), including: incident maps, stakeholder analysis, review of existing security management arrangements, risk analysis.
  - Scenario planning, including recommendations on appropriate interventions (programme objectives, scope, outputs, based on judgements about access and security risk), capacity needs for scenarios (training, resources, infrastructure) and evacuation.
  - Strategy for implementation that builds on existing local capacity within and external to MAG, and takes into account MAG's policies and resource limitations.
- Monitor the security situation in all programme areas in South Sudan, in liaison with key internal and external sources; conduct/monitor daily security checks and provide analysis as necessary; make recommendations for appropriate action by senior management.
- Update and maintain appropriate and user-friendly security management procedures and guidelines, reviewing and revising as necessary while supporting the CD and Regional Security Manager in following up on their progress.
- Develop a process for security and safety improvements and requirements and track timeframes for implementation, in line with available donor funds, and in coordination with the Regional Security Manager and Country Director
- Provide timely and practical security information to RSM, CD and TOM in general which includes analysis and identifying of key security aspects, implications on access (present and future) and possible impacts on organizational programming and reputation.
- Undertake site/area assessments as well as security risk assessments and facilitate the implementation of corresponding mitigation measures.
- Support managers to implement agreed security procedures, ensuring that all staff are familiar with and adhere to the guidelines and are informed of changes in security levels or procedures.
- Review and make recommendations on procedures related to international and national staff movement in-country

- Support the CD and TOM to monitor the implementation of the Standard Operating Procedures (SOPs), crisis plans, evacuation procedures, and security briefings, helping in their updating as instructed by the CD.
- Author weekly country security reports with contextual evidence of changes in patterns and trends that may affect operations and disseminate to relevant people.
- In conjunction with the programme SMT, support the pre-deployment security risk assessment.
- Give effective and accurate security briefings for all new staff and visitors
- Ensure all process and procedures related to administration, communication and transport are in place to facilitate good security management.
- Develop and facilitate good relations with key stakeholders such as NMAA, SSPDF Engineering Division, INSO, and NGO Forum among others
- Liaise with relevant security authorities in ensuring MAG fulfils security related regulations such as obtaining necessary clearance letters.
- Analyze physical structures such as safe rooms within base locations in relation to security procedures and implement, with the assistance of relevant staff, amendments to structures and procedures.
- Any additional security related duties as determined by the Country Director and RSM.

Security Training

- Based on an assessment of training needs to develop, support, facilitate and/or deliver security and safety training to all staff members and partake in regional training initiatives.
- Become familiar with/instruct MAG's Safety Awareness Training (SAT) and support RSM in the design and delivery of HEAT training utilizing external training providers
- On top of pre-existing training, deliver Safety and Security related training to expat and national staff
- Mentor and manage security team (Field Security Officer and Security Assistant) on an ongoing basis in the area of safety and security training and development

Compliance

- Update operational safety tools (e.g. standard operating procedures, site security plans, contingency plans) in accordance with MAG regional and global Management System and monitor staff compliance and report breach or trespass to RSM and CD.

General

- Respond where required to internal security incidents and implement respective response needs
- Act as part of the in-country SMT and a key member of the Incident Management team (IMT)
- Undertake any other reasonable task that may be requested through line management or program SMT

All International 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 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.

Some Job Descriptions may be supplemented by specific Terms of Reference.

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 is expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Previous experience working for an INGO sector in a security management or Manager role
- Practical security planning and implementation experience gained in the context of relief operations in insecure areas
- Experience in identifying key risk and threats and the ability to transmit in a timely and accurate manner
- Experience of working in conflict affected areas and of associated risks to personal and organisational security (banditry, localised conflict, urban disturbance etc.)
- Experience of working with teams of people with varying experience of security planning and management
- Experience and ability to work effectively with multi-disciplinary and multi-cultural teams
- Understanding/experience of NGO security management

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.
- High level of maturity and flexibility
- English language skills and ability to write precise and detailed reports
- Ability to interact effectively with a wide range of stakeholder
- Proven ability to influence and negotiate with internal and external audiences including in complex and stressful circumstances.
- Ability to advice and support field staff in a consultative manner.
- Sensitivity to cultural differences and the ability to work with a wide variety of staff with different cultural background.

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
- Commitment to MAG's mission, values and approach

Desirable Skills and Knowledge

- Prior INGO experience, ideally in a security management or advisor role.
- Experience and knowledge of the South Sudan context and ability to analyse the changing security environment

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Signed employee:	**Date:**
Signed manager:	**Date:**