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:	National Security Officers
Location:	Syria Response

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 manage the daily security requirement of the programme including work sites, bases, operational areas and internal guard force. To monitor and evaluate current and ongoing security context and advise the CD and TOM as and when required.

Job Description

Security Management and Information

- Responsible for securely managing the security deployment of set work sites and support bases over NES and other program locations, in the deployment of HMA operations on a daily basis as well as the security arrangements for other Program offices and bases in Erbil and Amman.
- Review Security Plans, base SOP's and task orders for Syria Response field bases and support the 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 personal security aspects, implications on access (present and future) and possible impacts on organizational programming and reputation
- Undertake and support RSM to undertake site/area assessments as well as security risk assessments and facilitate the implementation of corresponding mitigation measures
- Provide cover for the Regional Security Manager whenever he/she is out of the region – as well as for other members of the wider Safety team – to ensure that MAG staff always have a qualified point of contact relating to Security and Safety.
- Support TOM, TFM-TLs and Base Managers within security for HMA related work, taking the lead where required to facilitate a safe working environment for all MAG program staff
- Maintain a reliable network of security information resources that include other professionals in external agencies, national contacts, local authorities, and open sources
- Manage and monitor security and safety IT platforms including Track 24, Individual Vehicle Monitoring System (IVMS) and Information Management System (IMS).
- Author weekly country security reports with contextual evidence of changes in patterns and trends that may affect HMA associated operations and disseminate to relevant people
- Engage in internal and external security forums, lead trends analysis and be consistently updated with the humanitarian as well as the security-related developments within the context of the program.

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, conduct TNA's and deliver Safety and Security related training to expat and national staff
- Mentor security colleagues (guard force) 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 NES 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 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
- Extensive previous experience of Middle East high-risk front-line exposure
- Previous experience working in a middle management security role experience
- Experience of Security Risk Assessments (SRAs)
- Experience of training national security and organisational staff
- Experience of authorship of security plans and associated annexes
- Experience of required procurement procedures in association with engaging external service providers
- Experience in identifying key risk and threats and the ability to transmit in a timely and accurate manner
- Demonstrated understanding of the humanitarian context and humanitarian architecture for Syria and the region is desirable.

Essential Skills and Knowledge
- Ability to write precise and detailed reports
- Strong ability with the application of Word, Excel and other IT related platforms
- Strong organizational skills
- Comprehensive knowledge and understanding of the Middle East security context and political structure
- Good interpersonal skills and awareness of cultural sensitivity
- Ability to interact effectively with a wide range of stake holders

Essential Aptitude

- Ability to work remotely with limited management oversight and support
- Experience and acceptance of working in remote locations with minimal life support when required
- Able to work under pressure, deliver high quality work within deadlines and meet team objectives
- Commitment to MAG's mission, values and approach

Qualifications – Desirable

- Accredited training qualification
- Accredited HSE qualification
- Accredited security qualification (Security Management) Level 4 or above

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Desirable

- Previous INGO experience, ideally in a security management or advisor role

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