SECURITY OFFICER

JOB DESCRIPTION

Country of Operation: Sudan; Sri Lanka; Afghanistan; Iraq; or the West Bank and Gaza.

General: Under the supervision and direction of the Chief of Security or Project Manager, as the organization requires, the Security Officer (SO) will effectively implement all appropriate risk management strategies related to the safety and security of project staff, and the protection of assets in projects. Specifically, the SO will promote a high level of security awareness amongst staff and ensure that security procedures and policies are implemented throughout the country.

Responsibilities:

- Provide security related training to all project and regional staff members prior to deployment and in the field in accordance with the Standard Operating Procedures (SOPs);

- Ensure that changes to security policies/standards are disseminated in a timely manner to the staff and other stakeholders as required;

- Develop a close working relationship with personnel in mission and a comprehensive working knowledge of the Security system;

- Conduct security assessments as required, to ensure that effective mitigation strategies have been implemented to counter country specific threats;

- Evaluate and test evacuation/emergency plans to ensure they are compatible with existing plans;

- Audit office emergency/contingency plans to ensure effective implementation including rehearsals to assess staff familiarity with emergency measures;

- Ensure that training procedures and policies are followed and that all training meets recognized standards;

- Provide training for national and international staff members in order to enhance security awareness and promote a solid organizational safety culture;

- Work closely with the Logistics, Operations and other key stakeholders to ensure that all projects are implemented with the highest degree of staff safety and security, throughout regions specific to your area of responsibility;

- Provide regular field based training and pro-actively encourage all staff to follow mission security guidelines and procedures;

- As required and in coordination with the Project Manager and Security Coordinator, manage administrative, logistic and budgetary issues related to mission safety and security programs/procedures including locally hired office staff and security personnel;

- Perform other duties as assigned by the Project Manager and Chief of Security related to staff safety and security.

Qualifications & Experience:

- University degree in risk management, social sciences, law, disaster management, international studies, communications and related disciplines, or alternatively an equivalent combination of relevant training and experience in security management;

- A minimum of seven (7) years of experience in security management, law enforcement or military disciplines as a pre-requisite, preferably with international experience;

- Additional experience in humanitarian aid agency missions, international peacekeeping, humanitarian emergency operations, strategic security planning/analysis and advanced security training with national or international security agencies or private organizations is highly desirable;

- A high level of computer literacy in Microsoft Office suite of programs;

- An excellent command of both written and spoken English;

- Excellent interpersonal, communication and negotiation skills, including ability to collaborate with police, military and government officials on a wide array of security matters;

- Proven ability to work in difficult conditions and in stressful and high risk environment;

- Dedication, pro-active/creative thinking, flexibility and aptitude to work in team-oriented structures.