



Job Specification: Country Security Manager - Ukraine

Department:	Programmes
Scale:	PSM Grade 4
Line Manager:	Country Director
Technical Line Manager:	Regional Security Manager
Location:	Kyiv, Ukraine
Contract:	International fixed term (12 months initial) with possible full-term extension

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, reduce the daily risk of death or injury for civilians, and create safe and secure conditions for development.

Job Purpose: to facilitate safe access and ensure the consistent application, management and monitoring of MAG's security management framework in Ukraine. The post holder will:

1. Support the Regional Security Manager (RSM), Middle East, Europe in the consistent application and audit of the security management framework to enable MAG to meet its duty of care obligations in line with the Global Security Policy, Standard Operating Procedures, and minimum standards.
2. Provide the programme with quality security information and analysis, training, policy and standards guidance, and expert support.
3. Conduct regular assessment visits to field locations to support the development, implementation and audit of policies and procedures, and to deliver of security training.
4. Provide timely and accurate security and access advice, guidance and direction to the programme Country Director, Senior Management Team, staff, and visitors.
5. Support crisis and incident management.
6. Develop and facilitate appropriate relationships and good communications between MAG and other stakeholders we engage with (national and local government, other humanitarian mine action actors, aid agencies and other security personnel.).

Job Description: this is an exciting opportunity to join the growing MAG global security team. The Country Security Manager, who will ideally be from Ukraine with pre-developed networks will be based in Kyiv, undertaking nationwide travel to support our Programmes delivery and expansion.

1. **HUMANITARIAN ACCESS**
 - Support the development of humanitarian access approaches tailored to the local contexts in MAG areas of operation and contribute to community engagement wherever needed.
 - Ensure MAG teams develop principled, appropriate, and sustainable relationships with relevant local actors/communities in line with humanitarian principles ensuring that MAG's programme is understood and accepted.
 - Provide support and advice in assessments to ensure the extension of MAG's programming in new geographic areas, and regularly review existing locations.
 - Contribute to the enhancement of MAG's image, reputation, and acceptance within local communities and amongst stakeholders.

2. SECURITY & SAFETY MANAGEMENT

- Review MAG Ukraine's existing security SOPs, policies and architecture in the programme and provide relevant recommendations to build on/improve protocols
- Ensure the implementation of MAG minimum-security standards in Ukraine.
- Conduct regular field visits to MAG bases to provide support and guidance.
- Conduct scoping visits to non-MAG areas to assess the feasibility of expansion, and review access requirements.
- Undertake site assessments, and security risk assessments and facilitate the implementation of mitigation measures.
- Support managers to implement security procedures, ensuring that all staff are conversant with policies and procedures, and are informed of changes.
- Ensure all staff and programme visitors receive security inductions, briefings, and debriefings.
- Maintain oversight of staff and visitor's travel and movements, ensuring effective tracking and online mapping systems are updated and accurate.
- Ensure physical security mitigations in all MAG bases and locations are appropriate and proportionate to the threat, making improvements where necessary.
- Manage guard forces and in-country security focal points.

3. INFORMATION MANAGEMENT

- Initiate and manage information and threat warnings to MAG staff, potentially within compressed timelines.
- Support Country Directors and Senior Management Teams in the development, implementation, and maintenance of programme-level security documentation: country security plans (including standard operating procedures), security risk assessments (including context analysis), incident management plans, contingency plans, and medical evacuation plans.
- Provide regular, verbal, and written security analysis, briefings, updates, and inductions including mapping and visual illustrations, to programme staff and visitors and the RSM.
- Conduct regular reviews and audits of programme-level security.
- Ensure security information is stored in accessible electronic and paper systems.

4. NETWORKING

- Participate in, and represent MAG, in Ukraine security information networks (e.g., INSO roundtables) and circulate summaries of meetings.
- Liaise with authorities and security actors ensuring MAG is compliant with all security-related regulations such as obtaining necessary clearance letters.

5. TRAINING

- Ensure the implementation of MAG minimum-security training requirements in the programme.
- Develop, support, facilitate and/or deliver security and safety training to all staff members and programme visitors.
- Conduct regular security drills for staff, ensuring effective preparedness.
- Mentor and manage programme security staff.
- Based on the training needs analysis (TNA) develop, support, facilitate and/or deliver security and safety training to all staff members.

6. CRISIS/INCIDENT MANAGEMENT

- Programme security focal point for all incidents/ crises.
- Liaise with local-level security actors.
- Maintain and review programme-level incident management plans.
- Conduct regular tabletop exercises and crisis simulations to support preparedness.
- Support post-incident review and lessons learned.

7. COMPLIANCE

- Support the RSM to ensure regular review and audit of all programme-level security framework documentation.
- Ensure the programme security tracker is updated and compliant with the MAG Global Security Policy.
- Support Country Directors in completion of security elements of the monthly management review addressing indicators of non-compliance.

8. **GENERAL**

- Attend senior management team meetings.
- Establish strong (internal) working relationships with the Country Director, Technical Operations Managers, and staff.
- Undertake any other reasonable task that may be requested through the Country Director.
- Support the wider security function where necessary.
- As directed, lead, or assist in the investigation of accidents or safety-related incidents, undertaking close liaison with international government agencies and related authorities as necessary.

Person Specification

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 a 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 encounters 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

- Humanitarian background or deep understanding of Ukraine security and humanitarian context.
- At least 5 years' direct security management experience (ideally in Ukraine or other high risk profiles).
- Proven ability to communicate effectively both orally and in writing, including to senior audiences.
- Experience working to tight deadlines and responding to short notice assignments.
- Experience in developing and delivering training and briefings to a range of audiences.
- Experience in managing or advising on a range of critical incidents and emergencies with the proven ability to make sound decisions under pressure.

ESSENTIAL SKILLS AND KNOWLEDGE

- Bilingual: English with Ukrainian **CEFR B2** or above. Ability to deliver verbal presentations and written reports in both languages.
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.
- Conversant with the techniques of violent attack, the planning and execution of safety and security protection, intelligence assessment, modern security equipment and first-hand knowledge of security management issues.
- Proven ability to influence and negotiate with internal and external audiences including in complex and stressful circumstances.

ESSENTIAL APTITUDE

- MAG is seeking a self-motivated and enthusiastic team player!
- Ability to work remotely with limited management oversight and support.
- Ability to facilitate the learning of others and support training initiatives.
- Ability to undertake extensive regional travel often in insecure and austere environments.
- Strong analytical skills and ability to identify trends and issues.
- Commitment to MAG’s mission, values, and approach.

DESIRABLE SKILLS AND KNOWLEDGE

- Pre-developed security network in Ukraine.
- Broad understanding of rights and development issues, international relations and the international humanitarian and development system.
- Prior INGO experience, ideally in security management or advisory role.
- Familiarity with humanitarian mine action and weapons and ammunition management (WAM)

Signed employee:	Date:
Signed manager:	Date: