



## Job Specification: Security Manager – Roster

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	Upon needs

**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:

Provide short-term assistance to regions and countries by ensuring the consistent application, management and monitoring of MAG's security management framework across our Programmes. The post holder will:

- Security Assessments:** Conduct field visits, perform actor mapping, context analysis, security risk assessments, programme security audits and identify training needs to be addressed.
- Compliance and Duty of Care:** Ensure adherence to the Global Security Policy and Standard Operating Procedures to meet MAG's duty of care obligations.
- Develop and Maintain Safe Access:** Implement, manage, and sustain safe and sustainable access protocol to areas of work, movement, and travel.
- Incident and Crisis Management:** Ensure readiness for and facilitate responses to critical incidents and crises; including the training of the local incident management team.
- Security Management:** Implement and manage the MAG security management framework in collaboration with the Country Director (CD), Senior Management Team (SMT), Global Safety and Security Manager (GSSM) and Regional Director (RD).
- Stakeholder Engagement:** Build and maintain effective communication and relationships with stakeholders. Integral to this is a security network amongst other INGOs and local security stakeholders. This will also include communities, government entities, humanitarian mine action actors, formal networks, aid agencies, and relevant ministries.



## Job Description

### Safety & Security Management:

- Implement and manage the MAG Country Security Framework.
- Ensure programme compliance with MAG framework security documents and minimum standards.
- Ensure programme preparedness for critical incidents and crises.
- Conduct security risk assessments for current and potential operational areas using established frameworks and implement mitigation measures.
- Support managers in implementing security measures, ensuring staff are aware of policies and procedures and informed of changes.
- Conduct field visits to provide support, assessments, and training.
- Manage guard forces, Security Officers, and any third-party security companies engaged by MAG.
- Assist the CD, RD, and SMT in adequately budgeting for security.
- Function as the primary HSE focal point, identifying and implementing mitigation measures to reduce risks at programme locations and for staff.
- Conduct investigations AND other security-related duties as directed by the CD or GSSM.
- Train any future security personnel to adhere to the above, and to be able to run the security management in-country in your absence.
- Work independently on many aspects of security management in-country and breed an autonomous approach to management of security to ensure robust measures 24/7.

### Movement & Access Management:

- Develop and implement humanitarian access strategies, ensuring effective community engagement and relations with authorities.
- Develop and implement communications, tracking and transportation protocol for personnel, equipment, and assets.
- Develop and implement robust movement procedures for MAG staff out of capital/base cities and including entry and exit points for the country.
- Coordinate with relevant authorities and stakeholders for the prompt and safe movement of staff, including coordination with the relevant security forces where necessary.
- Monitor access routes to ensure safe staff movement and contingency planning.
- Secure access routes to operation sites, or other future areas of operations, for goods and personnel, identifying suitable entry points and coordinating with the global procurement and travel teams where necessary.

### Information Management and Context Analysis

- Ensure accurate and timely reporting of all health, safety, and security-related near-misses and incidents.
- Lead monthly internal audit security elements, ensuring accuracy and objectivity.
- Represent MAG in country-based formal security information networks and develop informal networks.
- Integrate security-related information from communities and staff into analysis.
- Collect, analyze, and disseminate security intelligence products, including weekly reports to aid 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 GSSM.

### Security and Safety Training:

- Deliver security inductions, briefings, and debriefings for all staff and programme visitors.
- Develop and deliver HSE briefings and training as needed in coordination with GSSM.
- Provide personnel and security management training in coordination with GSSM.
- Conduct crisis management briefings and training as directed by the GSSM.
- Advocate for, and ensure, all visitors have HEAT training certificates if required.



**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:**

- At least six years of security management experience.
- At least three years of experience working in high-risk environments.
- 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).
- Demonstrable adaptation and understanding of different context.
- Microsoft Office suite.
- 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:**

- Knowledge of international language other than English is an asset (Spanish, French, Arabic).
- PowerBi and ArcGIS users.
- 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) and/or Weapons and Ammunition Management operations.

Signed employee:	Date:
Signed manager:	Date:

June 2025