

Job Specification: Security Manager – Sahel West Africa

Department:	Programmes
Scale:	PSM4
Line managed by:	Regional Security Manager, Sahel West Africa
Responsible for line managing:	N/A
Location:	Burkina Faso

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. 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 and build safer futures. 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'.

Job Purpose: Ensuring the consistent application, management and monitoring of MAG's security management framework across our Sahel West Africa Programmes. The post holder will:

1. **Support the Regional Security Manager (RSM)**, Sahel West Africa 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 and Standard Operating Procedures.
2. Provide MAG programmes in the region with access to quality security information and analysis, training, policy and standards guidance, and expert support.
3. Conduct visits to country programmes (40%) to support the development and implementation of policies and procedures, conduct assessments, training and audit programme security.
4. Provide timely and accurate security and access advice, guidance and direction to MAG's Regional Programme Managers, Senior Management Teams, Programme 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:

Reporting to and deputising for the RSM, Sahel West Africa, the post holder will:

1. **HUMANITARIAN ACCESS**
 - Support the development of humanitarian access approaches tailored to 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 programmes in the region are 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

- Ensure staff (and others for whom the MAG has a duty of care), buildings, assets and information in Sahel West Africa are appropriately and reasonably protected from a wide range of threats including (but not exclusive to) terrorism, conflict, civil unrest, crime and natural disaster.
- Ensure the implementation of MAG minimum-security standards across Sahel West Africa.
- Conduct regular field visits to MAG's bases in the region to provide support and guidance.
- Conduct scoping visits to non-MAG areas to assess the feasibility of expansion, reviewing access requirements.
- Undertake site assessments, 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 in the region receive security inductions, briefings and debriefings.
- Maintain oversight of staff and visitors' 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 guide in-country security focal points.
- Deputise for the RSM where required.

3. INFORMATION MANAGEMENT

- Initiate and manage information and threat warnings to MAG staff, potentially within compressed timelines.
- Support Regional Programme Managers 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, and represent MAG, in Sahel West Africa based security information networks 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 across the region.
- 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.

6. CRISIS/INCIDENT MANAGEMENT

- Programme security focal point for all incidents/ crises.
- Where possible/ appropriate deploy to programme to support country leadership in security management.
- 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.
- Support Country Directors in completion of security elements of the monthly management review addressing indicators of non-compliance.
- Ensure regional compliance with the Global Security Policy.

8. GENERAL

- Attend senior management team meetings.
- Establish strong (internal) working relationships with Regional Programme Managers, and Technical Operations Managers.
- Undertake any other reasonable task that may be requested through line management or Regional Programme Managers.
- 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.
- Debrief deployed safety advisors and staff on return from hostile environments, on specific incidents such as fatalities, injuries and near misses.

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.

Person Specification:

ESSENTIAL EXPERIENCE

- Humanitarian background or deep understanding of West Africa security and humanitarian context.
- Extensive security management experience in West Africa
- 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

- Fluency in French and English.

- Ability to deliver verbal presentations and written reports in both languages.
- Proven ability to communicate effectively both orally and in writing, including to senior audiences.
- 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 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

- Broad understanding of rights and development issues, international relations and the international humanitarian and development system.
- Prior INGO experience, ideally in a security management or advisory role.
- Familiarity with humanitarian mine action and weapons and ammunition management.
- ECOWAS passport.

Signed employee:	Date:
Signed manager: <i>Romain Coupez</i>	Date:

June 2022