Job Specification: Country Security Manager - Syria

Department: Programmes
Scale: PSM 4
Line managed by: Country Director
Technical Line Management: Regional Security Manager
Responsible for line managing: Guard Force and Programme Security Officers
Location: North East Syria with frequent travel within North East Syria and to MAG Erbil

---

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'.

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: Ensuring humanitarian access by developing, implementing, maintaining, and reviewing security and safety management framework documents and working with programme senior management to ensure good security planning, management, and visibility in the programme. To develop and facilitate appropriate relationships and good communications between MAG and other stakeholders we engage with.

Job Description:

Humanitarian Access Management

- Develop humanitarian access approaches tailored to local contexts in all sites where MAG is operating throughout North-East Syria and contribute to community engagement wherever needed
- Ensure that all MAG teams in-country conduct principled and sustainable relationships with relevant local actors/communities in line with humanitarian principles to ensure that MAG's programme in NES is constantly understood and accepted
- Provide support and advice in assessments to ensure the extension of MAG's programme in new geographic areas and regular assessment reviews for existing locations
- Contribute to the enhancement of MAG's image, reputation, and acceptance within local communities and amongst stakeholders by providing guidance on inclusive visibility strategies

Information management and context analysis:

- Participate, and represent MAG, in Syria based security information networks.
- Support the Country Director (CD) in developing a culture of anticipation by collecting, computerizing, analyzing, and disseminating relevant security information.
- Provide accurate scenario/matrix of risks for all areas of intervention (existing and to come), including follow-up indicators to anticipate the possible deterioration of the security context

- Provide regular, concise, and clear verbal and written security analytical updates, including mapping and visual illustrations, to CD and Regional Security Manager (RSM)
- Provide timely and practical security information to RSM and CD in general which includes analysis and identification of key security aspects, implications on access (present and future) and possible impacts on organizational programming and reputation.
- Ensure security information is stored in accessible electronic and paper systems.

Facilitating security & safety management:

- Maintain a high level of preparedness vis-a-vis predicted contextual fluctuations operationally and programmatically
- Develop and ensure the existence of a functioning security management system, including:
    - Undertake site/area assessments with a focus on risks analysis (context analysis, matrix of risks -internal & external, including incident maps, stakeholder analysis) and facilitate the definition and implementation of corresponding mitigation measures
    - Strategy for implementation that builds on existing local capacity within and external to MAG and considers MAG's policies and resource availability.

- Monitor the security situation in all programme areas in North-East Syria, in liaison with key internal and external sources; conduct/monitor daily security checks and provide analysis as necessary; make recommendations for appropriate action by the CD
- Update and maintain appropriate security management procedures and guidelines according to the scenario/matrix of risks, reviewing and revising as necessary while supporting the CD and RSM 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 coordination with the RSM and CD.
- Support managers to implement agreed security procedures, ensuring that all staff are familiar with and adhere to the policy and procedures and are informed of changes in security levels or procedures.
- Review and make recommendations on procedures related to international and national staff movement in-country
- Support the CD to monitor the implementation of the Security Standard Operating Procedures (SOPs), crisis plans, evacuation procedures, and security briefings, helping in their updating as instructed by the CD.
- Author weekly security reports with contextual evidence of changes in patterns and trends that may affect operations and disseminate them to relevant people.
- In conjunction with the programme SMT, support the pre-deployment security risk assessments.
- Give effective and accurate security briefings for all new staff and visitors
- Support all processes and procedures related to administration, communication, and transport in place to facilitate good security management.
- Develop and facilitate good relations with key stakeholders such as INSO, and NGO Forum among others
- Liaise with relevant security authorities in ensuring MAG fulfils security-related regulations such as obtaining necessary clearance letters.
- Analyze physical structures such as safe rooms within base locations concerning security procedures and implement, with the assistance of relevant staff, amendments to structures and procedures
- Collate yearly budget cost for submission to the CD to ensure all locations are as per global minimum operating security standards (MOSS)
- Conduct quarterly site security assessments to ensure compliance with security standards
- Manage guard force if engaged internally or externally
- Support the CD to constantly monitor the PSS status of the international and national staff and provide recommendations whenever needed to avoid situations of burn-out that could undermine the safety and security of the teams deployed on the field
- Any additional security-related duties as determined by the CD and RSM.
- Act as the key HSE focal point and identify and implement HSE mitigation within the program to ensure risk is reduced at program locations and for staff

Security Equipment:

- In collaboration with logistics, define and propose to CD the most adequate and cost-efficient security-related security mitigation equipment for guest houses and bases
- Audits IT, GPS, and communications equipment ensuring logistics follow a servicing and maintenance schedule
- Ensure Track/Smart 24 is maintained and monitored during all operational times

Security and Safety Training:

- Based on an assessment of training needs (TNA) 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 accredited HEAT training utilizing external training providers
- Deliver Safety and Security related training, including situational exercises, to International and national staff, with a specific focus on first aid (in collaboration with a qualified clinical lead), utilization of communication and GPS equipment and driving skills
- Ensure induction security briefings are conducted for all arriving staff and visitors and process documented
- Deliver HSE awareness training to all staff to build and maintain a safety-positive culture

Compliance:

- Update operational safety tools (e.g., standard operating procedures, site security plans, contingency plans) in accordance with MAG regional and global management systems, monitor staff compliance, and report breaches or trespass to RSM and CD. Where required in line with PCC and security policies raise the required disciplinary investigation and proceedings.
- Ensure the program complies with Global Security Policies, Procedures and Security Standards and raises concerns to RSM with an appropriate action plan

General:

- Respond when required to internal security incidents and implement respective response needs
- Act as part of the in-country SMT and a key member of the Incident Management Team (IMT)
- Undertake any other reasonable task that may be requested through line management or SMiC

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 objectives.
- Ensure familiarity with and adherence to all MAG policies and procedures and keep informed of MAG activities.
- Undertake and apply to learn from appropriate training and development programmes.

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:

- At least 3 - 5 years security management working experience in insecure environments or equal level of academic security management qualifications including but not limited to CSP and PSP with 5 years security management experience
- Humanitarian background required although consideration would be taken from other sectors with similar context
- Practical security planning and implementation experience gained in the context of relief operations in insecure areas
- Experience in identifying key risks and threats and the ability to transmit in a timely and accurate manner
- Experience working in conflict-affected areas and of associated risks to personal and organisational security (banditry, localised conflict, urban disturbance etc.)
- Experience working with teams of people with varying experience in security planning and management including staff with little or no security understanding
- Experience and ability to work effectively with multi-disciplinary and multicultural teams
- Understanding/experience in NGO security management and associated humanitarian principles
- Ability to build a positive security and safety culture within the program

Essential Skills and Knowledge:

- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities.

- High level of maturity and flexibility
- English language skills and ability to write precise and detailed reports
- Ability to interact effectively with a wide range of stakeholders
- Proven ability to influence and negotiate with internal and external audiences including in complex and stressful circumstances.
- Very good Microsoft Word and Excel skills with further experience in platforms like ArcGIS, IMS
- Ability to advise and support field staff in a consultative and positive manner.
- Sensitivity to cultural differences and the ability to work with a wide variety of staff with different cultural backgrounds.
- Proven CPD within multiple disciplines of security and analytical management
- HSE qualification (preferred)

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:

- Prior INGO experience, ideally in security management or advisory role.
- Prior experience working in Middle East, preferably Syria.
- Experience and knowledge of the context and ability to analyse the changing security environment
- Knowledge in Arabic and/or Kurdish would be an asset
- Member of Security Institute or will to work towards with the support of the organisation
- Experience in Investigation processes and methods
- Knowledge of Humanitarian Mine Action (HMA) operations

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

July 2023