

Job Specification: Country Security and Access Manager – Syria

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director
Responsible for line managing:	Security & Access Officers and Radio Operators
Location:	Damascus & North East Syria

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:

Identify and implement physical security measures to safeguard NGO staff, offices, and assets in whole of Syria. Develop and enforce security protocols and contingency plans aligned with humanitarian principles and local dynamics and MAG standards. Train and supervise security personnel, ensuring staff awareness and compliance with safety procedures. Coordinate with UN agencies, INGOs, and local authorities to monitor threats and ensure a safe operating environment.

Job Description

Safety & Security Management:

- Implement and manage the MAG Country Security Framework.
- Ensure programme compliance with MAG framework security documents and minimum standards.
- Implement and monitor security measures for personnel and physical assets.
- 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 regular field visits to provide support, assessments, and training.
- Manage guard forces and Security Officers.



- Assist the CD 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 Global Security Team.

Movement & Access Management:

- Develop and implement humanitarian access strategies, ensuring effective community engagement and relations with authorities.
- Develop and implement communications, tracking and transportation of personnel, equipment, and assets.
- Identify, develop and implement robust multi country movement procedures for MAG staff in and out of Syria
- Monitor access routes to ensure safe staff movement and contingency planning.
- Secure access routes into and around the country for goods and personnel, identifying suitable border crossings and coordinating with the global procurement and travel teams.

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 relevant formal security information networks and develop informal networks.
- Integrate security-related information from communities, staff and other agencies (UN, INSO) into analysis.
- Collect, analyse, and disseminate security intelligence products, as identified in conjunction with the CD and Global Security Team.
- Use mapping and visual aids to deliver security analysis updates to the programme and Global Security Team.

Logistics, Procurement, and Supply:

- Assess suitable logistics routes for movement of goods and assets.
- Assess logistics providers and their operations against MAG standards for suppliers.
- Ensure transparency and competitiveness in the procurement process, respecting the context.
- Identify, assess, procure and prepare office and guesthouse locations for future MAG operations in Damascus and North West Syria.
- Oversee supplier selection and appointment.
- Disseminate best practices and enforce MAG policies among suppliers, including safeguarding anti-corruption and anti-bribery policies.

Asset Management:

- Lead asset management processes, ensuring assets are tracked, maintained, serviced, or disposed of according to MAG and donor policies.
- Assist with the maintenance, servicing, and secure storage of MAG assets when not in use.
- Assist with and document spot checks of asset management activities in all locations.
- Implement and maintain programme physical and technical security equipment.

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.
- Provide personnel and security management training.
- Conduct crisis management briefings and training as directed by the GSSM.

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

Person Specification

Essential Experience:

- At least six years of security management experience.
- At least three years of experience working in high-risk environments (ideally Syria and or similar context).
- Demonstrable critical incident management experience.
- Experience and ability to work effectively with multi-disciplinary and multicultural teams.
- Security training experience (field security, security management, crisis management humanitarian principles).
- Experience and acceptance of working in remote locations (with limited/no electricity, internet, etc).
- Experienced in field communications and available devices.

Essential Skills and Knowledge:

- Demonstrable political, security and conflict analysis skills (including open source and geospatial intelligence).
- Demonstrable understanding of the Syria and Middle East context.
- Microsoft Office.
- Skilled in the development of security risk assessments.
- 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.
- Able to work under pressure, deliver high-quality work within deadlines and meet team objectives.
- Commitment to MAG's mission, values, and approach.

Desirable:

- Arabic.
- PowerBi and ArcGIS users.
- Recent experience working in Syria.



- 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) operations.

Signed employee:	Date:
Signed manager:	Date:

May 2025