

Job Specification: Security and Access Manager – Sudan

Department:	Programmes
Scale:	PSM 4
Line managed by:	Country Director, Sudan
Responsible for line managing:	Locally contracted Security and Access Officers
Location:	Port Sudan, Sudan (with potential future relocation to Khartoum, and frequent travel to conflict-affected states across Sudan)

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: The purpose of this role is to support the establishment of MAG's humanitarian mine action programming in Sudan, and ensure the establishment and maintenance of security frameworks appropriate to a complex and evolving operational context, including:

1. **Develop and Maintain Safe Access:** Create, manage, and sustain safe and sustainable access protocol to areas of work, movement, and travel in Sudan
2. **Security Management:** Implement and manage the MAG security management framework in collaboration with the Country Director, Senior Management Team, Global Security team and Regional Director.
3. **Compliance and Duty of Care:** Ensure adherence to the Global Security Policy and Standard Operating Procedures to meet MAG's duty of care obligations.
4. **Safety and Crisis Management:** Deliver high-quality safety, security, and crisis management services in line with MAG frameworks, including conducting risk assessments, context analysis, and providing training.
5. **Field Security Assessments:** Conduct regular field visits to perform security assessments, programme security audits, personnel training, and ensure procedure implementation.
6. **Crisis Preparedness and Response:** Ensure readiness for and facilitate responses to critical incidents and crises; including the management of the relationship with any third party security provider.
7. **Stakeholder Engagement:** Build and maintain effective communication and relationships with stakeholders, including partners, national authorities, humanitarian mine action actors, formal networks, humanitarian response agencies, and relevant ministries.



Job Description

Safety & Security Management:

- Implement and manage the MAG Country Security Framework, ensuring 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 locally contracted staff, and any third party security companies engaged by MAG, and train the security team to oversee the programme's security management during periods of absence.
- Assist the Country Director, Regional Director, and in-country Senior Management in adequately budgeting for implementation of security functions.
- Function as the primary safety focal point, identifying and implementing mitigation measures to reduce risks at programme locations and for staff.
- Provide assessments, training, advice and monitoring to MAG national partner organizations, to ensure the implementation of robust security management processes, in line with MAG and donor standards.

Movement & Access Management:

- Develop and implement humanitarian access strategies, ensuring effective community engagement and relations with authorities in line with humanitarian principles and conflict sensitive approaches.
- Develop and implement communications, tracking and transportation protocol for personnel, equipment, and assets.
- Develop and implement robust movement procedures for MAG staff in Sudan, including contingency planning.
- Coordinate with relevant authorities and stakeholders for the prompt and safe movement of staff into and around Sudan, including coordination with the relevant security forces where necessary.
- In coordination with the SMT and government liaison staff, ensure appropriate processes and documentation are in place to process staff visas and movement permissions in a timely manner.

Information Management and Context Analysis

- As a cross-functional member of the Senior Management Team, the SAM is responsible for providing the Sudan leadership team with security updates and strategic advice, based on the evolving context, operations, personnel, equipment, and budget considerations.
- Ensure accurate and timely reporting of all health, safety, and security-related near-misses and incidents, including for national partners.
- Lead monthly internal audit security elements, ensuring accuracy and objectivity.
- Represent MAG in Sudan-based formal security information networks and develop informal networks.
- Collect, analyse, and disseminate security intelligence products, including weekly reports.
- Develop planning scenarios for current/future intervention areas, including indicators for security deteriorations.
- Use mapping and visual aids to deliver security analysis updates to the programme and global security team.

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 security management training to MAG and partner staff.
- Conduct crisis management briefings and training.
- Advocate for, and ensure, all staff and visitors have HEAT training certificates.

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 complex and 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.
- Demonstrable understanding of implementation of humanitarian principles and conflict sensitive approaches.
- 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, the capacity to remain calm under pressure and to manage complex stakeholder relations.
- High level of maturity, flexibility, and pragmatism.
- English language skills and good written ability.
- Proven ability to influence and negotiate in a diplomatic manner, 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:

- 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:

- Experience of working in the Horn of Africa, and/or knowledge of the Sudan context
- PowerBi and ArcGIS users.
- Arabic language skills
- 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:

September 2025