

TERM OF REFERENCE

Country Security Manager

ABOUT ACTED

ACTED is committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. The commitment of ACTED and that of our teams is guided by 4 core values: (1) Responsibility: we ensure the efficient and responsible delivery of humanitarian aid with the means and the resources that have been entrusted to us. (2) Impact: we are committed to having the most sustainable impact for the communities and the people with whom we engage. (3) Enterprising-spirit: we are enterprising and engage in our work with a spirit that creates value and overcomes challenges. (4) Inspiration: we strive to inspire all those around us through our vision, values, approaches, choices, practice, actions, and advocacy.

ACTED's Greening Strategy

ACTED's greening strategy aims to tackle environmental degradation and climate change while meeting the needs of the most vulnerable who are often those most affected by the deepening environmental crisis. Each ACTED employee will adhere to these principles through key green programming responsibilities:

- Contribute towards the adherence and development of the greening strategy plan.
- Explore innovative green programming opportunities and/or solutions within your realm of responsibilities and roles
- Encouraging and promoting environmental safeguarding processes and environmental programming standards in accordance with SOPs and technical guideline notes

ACTED PSEAH Policy:

(CSM) has the responsibility to adhere and commit to the PSEAH Policy (Protection against Sexual Exploitation, Abuse and Harassment) always. As all managers and coordinators, the (CSM) has the responsibility for ensuring that measures to prevent SEAH are implemented and regularly monitored. The CSM) should ensure that staff under his/her supervision/management understand and comply with ACTED PSEAH policy and have completed the mandatory trainings on the Code of Conduct and the PSEAH Policy. The CSM position) should promote an environment to help prevent sexual harassment, exploitation, and abuse both at the office and in the field and report any misconducts or SEAH issues appropriately according to ACTED's procedures.

LOCATION: Syria - Damascus

START DATE: ASAP

JOB PURPOSE

The Country Security Manager is responsible for overseeing daily security management of all Acted premises and project sites, ensuring a permanent monitoring and assessment of the security situation in country, as well as reviewing and implementing Acted security management guidelines and protocols.



He/she will also advise the Country Director and Senior Management Team on all issues of safety and security and provide appropriate security training and mentoring.

CHAIN OF COMMAND

Under the authority of:

Country Director/Country Representative.

Line Management:

Capital & Area Security team
Security guards

WORKING RELATIONS

Internal:

- Country Director
- Country Logistics Manager
- Security guards
- Area Coordinators & Sub-Area Coordinators
- Project Managers
- Capital & Area Security officers and Focal Points
- HQ Security Team

External:

- Local authorities
- National and international partners (including working groups and coordination bodies)
- Non-state actors (ex: local key informants)

OBJECTIVES

Ensure the safety, security and integrity of ACTED staff, assets, premises and programs in country in particular by constantly monitoring and anticipating security risk, by designing and enforcing context specific risk mitigation rules and procedures, by ensuring MOSS compliance in all ACTED premises, by preparing and updating contingency and evacuation plans and by providing all ACTED staff with appropriate security training.

DUTIES AND RESPONSIBILITIES

1- Department management:

1.1. Oversee the recruitment and selection of qualified national security field staff, recommend promotions, disciplinary action and termination of staff in consultation with the Country Director.

1.2. Supervise and mentor national security officers, focal points, guards and drivers.

1.3. Make frequent site visits to ACTED premises to carry out performance assessments and provide constant support to the security team

1.4. Maintain open lines of communications with all field staff

2- Context & Risk analysis:

2.1. Develop and regularly update the country security profile (with regards to the socio-economic, political and/or military situation in country, the country criminality profile, the nature of ongoing conflicts or crises climatic & seismic hazards and health risks,).

2.2. Follow-up on major country events and developments

2.3. Analyse and locate key local stakeholders



2.4. Develop security trend analysis

2.5. Ensure internal incident tracking system is utilized properly: create an security incident database and perform incident mapping and analysis

2.6. Fill in and regularly update the Risk Analysis Matrix (threat, likelihood, impact, level of vulnerability, level of risk).

2.7. Carry out security assessments of new ACTED areas of intervention or areas under Phase C

3- Develop and update Country Security Plans, SOPs and Contingency Plans

3.1. Draft and regularly update the Country Security Plan (CSP) for validation by the Country Director and endorsement by HQ

3.2. Recommend changes in the Country Security Plan to Country Director and HQ Security department

3.3. Draft Standard Operating Procedures (SOPs) adapted to the local context

3.4. Draft and regularly update evacuation and contingency plans in capital and support Area Coordinators in developing Area evacuation and contingency plans.

3.5. Ensure preparedness to evacuation and contingencies (check contingency kits, first aid kits etc.).

3.6. Design and drill a security communication tree (warden system), emergency radio network, and provisioning of emergency supplies for field personnel

4- Daily Security Management

4.1. Coordinate and monitor security activities to ensure that safety and security policies and procedures are implemented

4.2. Ensure that all field staff are fully cognizant of prevailing security threats and fully advised on means to reduce their vulnerability to those threats

4.3. Monitor the security preparedness of country staff and enforce staff compliance with internal security rules and SOPs, ensuring they are communicated to all staff and understood

4.4. Set up and control the implementation of mitigation measures and security rules according to the local context

4.5. Ensure compliance with Minimum Operating Security Standards (MOSS) and develop action plans for security upgrade

4.6. Carry out security assessments of new ACTED facilities, ensure a standard level of facilities protection, and supervise guards.

4.7. Ensure missions have adapted communication means, and ensure maintenance to support the Logistic team in Country. Ensure constant update of the emergency contact list and timely issuance of ID cards.

4.8. Ensure a proper level of preparation before movement on the field, ensure transportation means are adapted, ensure a good fleet maintenance, and set movement rules which are adapted to the local context to support the Logistic team in Country. Ensure operational follow-up of movements.



4.9. Ensure logistics follow a servicing and maintenance schedule for vehicles

4.10. Spearhead security assessment missions prior to ACTED staff deployment to a new area and ensure minimum security standards are in place before their installation.

4.11. Support and participate to assessment mission in phase C or D area

5- Crisis management

5.1. Adapt crisis management protocols to the local situation.

5.2. Act as a key member of the Crisis Management Team so that safety policies and procedures are implemented.

6- Reporting

6.1. Ensure weekly/monthly security reports are completed and sent to HQ, providing timely updates of all situational and security developments including investigation of security incidents.

6.2. Produce real-time incidents report (using Form SEC-03)

6.3. Send updated TITANIC on a monthly basis to the Country Director and HQ Security Department

7- Training and briefing

7.1. Conduct security briefing for each new international staff arriving in country.

7.2. Design Security training modules for country Director's approval and HQ endorsement.

7.3. Determine training needs for the security staff

7.4. Train national staff to increase their awareness and sense of responsibilities

7.5. Conduct any staff security training that is warranted (HEAT, training to drivers and guards, evacuation drills, fire safety etc.).

7.6. Carry out investigations and capture lessons learned to be incorporated into future staff Trainings.

8- Develop and maintain a security network

8.1. Actively participate in Weekly and Monthly Coordination Meetings

8.2. Create an information network in the country, identifying key informants

8.3. Build strong professional relationships with UN agencies, local authorities, other NGOs (local and international), and all relevant stakeholders.

9- Ensure external representation

9.1. Attend security coordination meetings and update Country Director and HQ on current security issues.

9.2. Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the ACTED Code of Conduct, values and policies with regard to internal and external stakeholders.



KEY PERFORMANCE INDICATORS

Example, the key performance indicator (KPI) is a measurable value that demonstrates how effectively a company is achieving key business objectives. Organizations use KPIs to evaluate their success at reaching targets

- % Compliance with Minimum Operating Security Standards (MOSS)
- Up-to-date Country Security Plans, SOPs, Evacuation Plans and Contingency Plans
- Regular sending of security incident reports when an incident directly affecting ACTED occurs
- Regular and timely submission of weekly/monthly security reports
- Number of training and drills conducted.

QUALIFICATIONS AND REQUIREMENTS:**Essential**

- Bachelor's degree in one of the following: Risk Management International Relations / Political Science or a related field;
- Fluent English and Arabic (written and spoken);
- Excellent Report writing and communication skills (Reporting); Strong interpersonal skills and analytical skills.
- At least 5+ years' work experience with Security Management and preferred an experience in an emergency and/or development setting;
- Managing teams (local and/or international staff).
- Strong leadership and decision-making
- Ability to work under pressure in a high-pace environment;
- Good organisational and prioritisation skills;
- Proficiency in Microsoft Office, Microsoft Excel and Publisher;
- Security management (corporate or field)
- Risk assessment and mitigation.
- Crisis and emergency response.
- Incident management and investigations.
- Ability to travel frequently covering WoS team from time to time, and as per the direct supervisor request.

Desirable:

- Master's degree in related Field.
- Trainings in Security.
- NGO/INGO Experience.

How to Apply:

If you meet the requirements and interested in this role, please use the link below to access and complete the application form.

[Country Security Manager-20-08 – Fill in form](#)

