



**International Rescue Committee
Syria Country Program**

Job Description

Job Title: Humanitarian Access & Security Manager

Grade: 7B

Department: HAS

Location: Syria, Raqqa

Background/Context:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. Founded in 1933 at the call of Albert Einstein, the IRC is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities helping people to survive, reclaim control of their future and strengthen their communities. A force for humanity, IRC employees deliver lasting impact by restoring safety, dignity and hope to millions. If you're a solutions-driven, passionate change-maker, come join us in positively impacting the lives of millions of people worldwide for a better future.

The IRC has operated in Syria since 2012, providing protection, health, economic recovery, and early childhood development programs in Idlib, Aleppo, Ar-Raqqa, Hassakeh, and Deir ez-Zor, with new programs expanding into Hama, rural Damascus, and Homs. With a team of over 350 members, the IRC has established trust and strong community relationships, ensuring access and effective service delivery.

Our longstanding experience in the country to date provides a strong foundation for the IRC to further adapt and expand its programming across Syria, in order to respond to the new realities, with a greater focus on resilience and recovery initiatives. Alongside this, the IRC also plays a significant role in Syria's NGO, donor, and coordination forums, holding key positions and actively engaging in advocacy efforts.

Job overview:

The Humanitarian Access and Security Manager (HASM) is responsible for the implementation of humanitarian access and security management plans in central and south Syria. In collaboration with key programs and operations colleagues, the HASM will support the safe delivery of essential services to women, men, and children inside Syria. She or he will develop and oversee the implementation of humanitarian access and security management systems and protocols in line with humanitarian principles, humanitarian needs, duty of care principles, and IRC's strategy.

The HASM reports to the Senior Humanitarian Access & Security Coordinator (Snr. HASC) and also supports the HAS team across Syria to achieve key strategic deliverables as required. The HASM will identify changes and trends in the access and security environment in Syria and will ensure that adequate and up-to-date policies, security management plans, and procedures are in place and known to all staff. The incumbent will

work closely with key stakeholders to support the implementation of high-quality training and capacity-strengthening programs for all staff based in Syria.

Responsibilities:

Safety and Security Management Planning

- Provide technical support to the SHASC on all policies, procedures, guidelines, and planning for staff safety, operational security, and program continuity.
- Support the SHASC to develop, review, and update Security Management Plans.
- Support preparedness efforts in anticipation of contextual changes to ensure the continuity of operations and program delivery, including the development of practical contingency plans.
- Develop and conduct building hibernation and evacuation plans and drills, and ensure that the preparations are in place and known to all staff involved.
- Ensure pre-arrival and on-arrival security briefing materials are current and contextually appropriate; deliver security briefings to all visitors and new staff.
- Support development of project security budgets and ensure timely submission of security purchase requests and tracking of spending plans.
- Participate in program design meetings (new project design, PIP, BVA, kick-off, close-out) to integrate security planning.
- Monitor the context to identify trends impacting security and access; compile and submit regular security reports.
- Maintain well-equipped offices (fire extinguishers, first aid kits, emergency contact lists, communication equipment such as Sat phones).
- Undertake continual assessments of equipment to ensure that minimal conditions for security are being met.
- Ensure the emergency warden system is updated and tested regularly.
- Conduct regular field visits to IRC offices to assess security needs and support implementation of security plans.
- Conduct risk assessments of contracted and prospective offices, guest houses and program delivery sites. Follow up on actions to be taken to ensure compliance with safety and security standards.
- Provide technical input and advice on assessments for entering new geographic areas.
- Manage minor security incidents in offices or program delivery sites.
- Support the SHASC and Senior Management Team in responding to major security incidents.
- Ensure all security incidents are reported in a timely manner.

Humanitarian Access Management

- Identify barriers to access and support program teams in developing mitigation strategies.
- Develop and maintain relationships with local authorities, power brokers, and community leaders to facilitate access and promote acceptance.
- Support program teams in integrating humanitarian access strategies into design and implementation.
- Constantly monitor and analyze incidents, trends, and context to inform access strategy.
- Support the Snr. HASC to develop and maintain contact lists, actor mapping, and regularly updated security and access maps.
- Support implementation of consistent, community-engagement strategies that strengthen acceptance.
- Establish and maintain networks of contacts to enable timely collection of access-related information.

Capacity Building and Training

- Support the Snr. HASC to identify safety and security training needs and contribute to the design and regular updating of the annual training plan.
- Deliver safety and security training materials, briefings, and sessions for IRC staff, visitors, contractors, and partners, covering topics such as Standard Operating Procedures (SOPs), contingency planning, incident reporting, communications protocols, prevention and response mechanisms, and overall security management.
- Coordinate closely with the Snr. HASC and HR team to plan and deliver timely, context-appropriate capacity building and training opportunities for team members.
- Support the HAS team to deliver regular security awareness and sensitization sessions for IRC staff, ensuring preparedness, prevention, and effective response.
- Ensure new hires and visitors receive updated and comprehensive Security Information Packages in collaboration with HR.
- Strengthen field teams' capacity to anticipate, prepare for, and respond effectively to emergencies in a timely manner.

Staff Performance Management, Learning & Development:

- Hire, supervise, and build the capacity of team members in relevant technical and management competencies.
- Develop and implement remote management capacity-building approaches to build the strengths of the teams in Syria.
- Coach, train, supervise, and mentor direct-report staff, including communicating clear expectations, setting annual performance objectives, providing regular and timely positive and constructive performance feedback, and providing documented semi-annual performance reviews.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
- Approve and manage time, attendance and leave requests to ensure adequate departmental coverage; ensure monthly, accurate timesheet submission and carry out probationary reviews.
- Hold high-quality meetings with each direct report on a regular and predictable basis, minimally on a monthly basis.
- Provide a measurable development plan including on-the-job learning with the aim of strengthening technical capacity, exchanging knowledge within the team and providing guidance on career paths.
- As required, identify staff performance issues and work with Human Resources to document and address these in accordance with the National Staff Employment Policies.
- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions.
- Promote and monitor staff care and well-being. Model healthy work-life balance practices. Support appropriate interventions in response to identified staff care needs of both national and international staff.
- Look for opportunities to support staff in their career growth, where appropriate.
- Adhere to and act in accordance with the IRC Global HR Policies and Procedures and communicate through word and example a high standard of compliance with all applicable policies and regulations.

Job Requirements:

Education & Work Experience:

- 4-6 years of progressively responsible professional experience in non-profit or NGO work within international humanitarian assistance programs with demonstrated capabilities in planning,

organizing, and executing humanitarian security operations in the field, in which 2 years at least as a team manager.

- Demonstrated understanding of the humanitarian principles, code of conduct, and specific sub-sector work linked to NGO field and operations contexts.
- Previous experience in an emergency or conflict-afflicted setting is required.
- Ability to gain a precise understanding of the various local, regional, country, and international developments, and provide clear, dynamic briefings and analysis of given and unfolding security and political situations when they occur.
- Experience as a trainer; ability to develop, implement, facilitate, and impart learning to a wide range of audiences.

Demonstrated Skills and Competencies:

- A commitment to IRC's mission, vision, values, and IRC Way – Professional Code of Conduct.
- Credible written, presentation, and verbal communication skills; ability to convey information effectively, and solid experience providing training and staff development
- Validated sense of professional discretion, integrity, and ability to handle complex situations diplomatically and to achieve effective resolution.
- Excellent interpersonal skills and a solid ability to promote harmonious/cohesive teamwork in a cross-cultural context.
- Validated ability to plan long-term, organize priorities, and work under administrative and programmatic pressures with detail orientation and professional patience.
- Highly collaborative and resourceful; ability to establish positive working relationships with senior-level management and all other partners to maximize cooperation and productivity.
- Curiosity, a desire to continually learn and develop.
- Analytical ability in creating effective solutions to complex matters while adhering to relevant external and internal policies.

Language/Travel:

- Arabic and English are required; Kurdish is an asset.
- Travel: 50% to field sites

Computer/Other Requirements:

- Full professional competence in Microsoft Office Suite, especially Word, Excel, and PowerPoint
- Knowledge of GIS and Google Earth is appreciated

Key Working Relationships:

Position Reports to: Senior HAS Coordinator

Position directly supervises: HAS Assistant and Guards

Indirect Reporting (If applicable): N/A

Key Internal Contacts:

- Field Management Teams
- Country Program: Senior Management Team (SMT and ESMT)

Key External Contacts:

- NGOs humanitarian access and security focal points
- Relevant UN agencies: UNOCHA, UNHCR, UNICEF, WFP, WHO, etc.
- Relevant coordination forums, working groups, and clusters for Syria
- Information sharing and analysis bodies: INSO, HAT, etc.

How to apply:

Interested candidate can apply to this link: [Humanitarian Access & Security Manager / Al Raqqa – Fill out form](#) before 13th April 2026.

Professional Standards: IRC staff must adhere to the values and principles outlined in IRC Way – Global Standards for Professional Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, IRC operates and carries out policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Respect at Work Fiscal Integrity, and Anti-Retaliation.

Returning National Candidates: We strongly encourage national or returning national candidates to apply for this position. If you are a citizen of the country where this position is based and are currently residing outside of your home country, you may be eligible for an attractive relocation package. Eligibility is determined based on IRC's operational needs and specific role requirements. IRC strives to attract, motivate, and retain qualified national staff in our programs.

Accountability to Clients: IRC staff must adhere to the commitment of contributing to the sustainability and development of its (CR) Client Responsiveness Mechanisms, preserving the culture of prioritizing the needs of our clients and affected communities by systematically listening to their perspectives and using their feedback to make programmatic decisions and give them greater influence over program design and delivery.
