SECURITY COORDINATOR

JOB DESCRIPTION

Country of Operation: Sudan; Sri Lanka; Afghanistan; Iraq; or the West Bank and Gaza.

General: Under the supervision and direction of the Program Manager or Operations Centre Chief of Security, the Security Coordinator will effectively implement all appropriate risk management strategies, related to the safety and security, and the protection of assets in mission. Specifically, he/she will be responsible for the management, implementation and oversight of all security operations in support of staff and activities.

Responsibilities:

- Ensure all functions mentioned below are carried out in an efficient and effective manner whilst providing maximum security support to field operations;
- Manage and coordinate security operations ensuring that security procedures are implemented and followed as per the Country Security Standard Operating Procedures (SOPs);
- Coordinate all emergency/crisis management assets providing a timely and coherent response to incidents as they arise;
- Provide additional operational support and guidance to the regional security teams as required;
- Liaise with and report to the Country Chief of Security to ensure that all relevant security information is disseminated in a timely manner to the appropriate offices, their staff and other stakeholders as required;
- Develop a working relationship with personnel and a comprehensive working knowledge of our clients Security system;
- Work closely with the Chief of Security to develop an effective security plan to support operations. Be able to develop a security plan to support all projects and activities within the Country of Operations;
- Task and guide regional security teams and personnel to conduct security assessments and threat analysis as required, and where necessary provide feedback on proposed mitigation strategies for country and regional specific threats;
- Assist in the design and implementation of project related security strategies, security policies/standards and establish a concrete course of action for their implementation and review;
- Liaise with the Operations Centre Security Department to ensure that training procedures and policies are implemented within the project to an acceptable standard;
- Maintain close links with Logistics, Operations and other key stakeholders to ensure that all projects are implemented with the highest degree of staff safety and security;
- As required and in coordination with the Chief of Security, manage administrative, logistic and budgetary issues related to mission safety and security programs/procedures;
- Manage indigenous security and Police forces, conduct limited training and administration for them, and deploy them as part of the overall security plan consistent with requirements;
• Offer leadership, management and tactical guidance to the International Security contracted staff and national security contracted staff;

• Perform other duties as assigned by the Program Manager or Operations Centre Chief of Security related to staff safety and security.

Qualifications/Experience/Skills:

• Solid military or police academy qualifications with a focus on security and related operations;

• At least 7 (seven) years of progressively responsible experience in security operations and information management in a police or military environment;

• Proven operational unit or sub-unit command, staff and leadership experience required;

• Fluency in written and spoken English;

• Second language ability in the language of the mission area will be an asset;

• Ability to address publicly small and large groups of people.

Core competencies:

• Professionalism – Excellent skills in information collection and analysis procedures with a view to recognizing potential threats and dangers. An ability to exercise sound and strong management skills in times of crisis and emergencies.

• Planning and organizing – Excellent planning and organizational skills including the production of policy and procedure papers supporting project operations in the country of operations.

• Communication – Ability to provide instructions clearly and concisely both orally and in writing. A high sense of discretion and integrity when dealing with sensitive information.

• Judgment and Decision Making – High degree of responsibility, initiative, alertness, physical fitness, emotional stability, the ability to prioritize a heavy work load and to delegate accordingly. Demonstrates sound judgment in security operation and information management skills.

• Client Orientation – Professional attitude and the ability to build successful working relationships with contacts outside of the project Security Section. Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of our client in the country of operation.

• Technology Awareness – High standard of computer literacy and an excellent knowledge of security information related liaison and analysis.