

Vacancy announcement

Position	Deputy Country Security Manager	Starting date	ASAP
Location	Dnipro, Ukraine	Type of contract	Fixed-term Contract
Contract duration	12 months (renewable)	Security Risk Level	Risky (3/4)

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been 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 endeavors 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.

We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 5,900 national staff 400 international staff, ACTED is active in 38 countries and implements more than 500 projects a year reaching over 20 million beneficiaries. More on www.acted.org

Position context and key challenges

ACTED started its operations in Eastern Ukraine in 2015 to provide support to vulnerable people affected by the conflict that began in 2014. In 2022, as refugees are fleeing clashes across Ukraine triggered by military operations, ACTED is now extending its activities to deliver critical assistance to displaced persons in the main hosting regions and to support self-help and local organizations groups that have spontaneously formed. As the number of civilian casualties continues to grow and damage to critical infrastructure increases, ACTED is scaling-up its humanitarian assistance to help ensure those in transit, internally displaced or remaining in hotspots receive the basic support they need, including cash assistance, water, food and hot meals, blankets, hygiene supplies and access to mobile heating points. Finally, ACTED is also taking part in the ongoing efforts to provide humanitarian assistance to refugees in the neighboring countries of Poland, Romania and Moldavia where 3 humanitarian response teams have been deployed.

Key roles and responsibilities

The Deputy Country Security Manager is the main security and safety focal point overseeing an area of operations for an ACTED Mission. He/she reports directly to the Country Security Manager and Country Director. He/she is responsible for overseeing the daily security management, risks and trends analysis and advisory role to area coordinators in the field in his/her area of intervention. He works along the Country Security Manager for the consolidation of country wide analysis, contingency planning and trend analysis, as well as monthly reporting.

1. **Department Management of his/her geographical coverage**
 - a. Oversees the recruitment and selection of qualified national security field staff, recommend promotions, disciplinary action and termination of staff in consultation with the Country Security Manager and Country Director
 - b. Lead security interviews for newly recruited international staff based in the field
 - c. Proposes and mentor national security offices, focal points and drivers
 - d. Makes frequent site visits to ACTED premises to carry out performance assessments and provide constant support to the security teams
2. **Context and Risk Analysis**
 - a. Develop and regularly update area security profiles (with regards to the socio-economic, political and/military situation in area of intervention, criminality, on-going conflict activity and natural disaster)
 - b. Analyse local threats and provide mitigation measures
 - c. Track Incident through a consolidated incident database, ensure necessary reporting is done and propose trend analysis of incidents in area of intervention as well as ACTED related security incidents on a monthly and quarterly basis
 - d. Fill out and share with Country Director and Country security manager Risk Analysis Matrix on a monthly basis and ad hoc when the security context suddenly changes
 - e. Create and update security scenario-based planning which is used as a base for contingency planning in his/her area of intervention, and together with the Country Security Manager propose and design regional scenario analysis
 - f. Carry out and produce access missions, security assessments, road assessments in his/her area of intervention
 - g. Advise Area Coordinator when designing program strategy for area of intervention related to security and safety at area level and mitigation measures to be implemented for programming
3. **Conflict sensitivity**
 - a. Advise Area Coordinators on conflict sensitivity of programming proposed for implementation



- b. Integrate conflict sensitivity assessment on field security assessment to assess feasibility of implementation of new activities
- c. Train program team on operationalising conflict sensitivity framework to ensure they are delivering services without 'doing harm', i.e. avoiding actions that may exacerbate violence and conflict and where possible supporting dynamics that can have a positive impact on the conflict

4. **Develop and update SOPs and Contingency Plans for his/her area of intervention**

- a. Draft Standard Operating Procedures (SOPs) adapted to the local context
- b. Draft Standard Operating Procedure for program activities in Phase C/D
- c. Together with the Country Security Manager, draft and regularly update evacuation and contingency plans in capital and support Area Coordinators in developing Area evacuation and contingency plans (CSM remains responsible of the tracking of the implementation at country level)

5. **Daily Security Management**

- a. Coordinate and monitor security activities to ensure that safety and security policies and procedures are implemented in his/her area of intervention and report to country coordination accordingly
- b. Support HAAM and Area Security Manager on ensuring that field staff are fully cognizant of prevailing security threats and fully advised on means to reduce vulnerability to those threats through daily briefing, security updates and SOPs refreshers
- c. Support HAAM and Area Security Manager on monitoring of the MOSS compliance and together with CSM design necessary action plans for security upgrades
- d. Advise Area Coordinators for teams' movements, roads, and adaption to security development
- e. Support the Area Security Manager and Area Coordinators to carry out security assessments of new ACTED facilities, ensure a standard level of facilities protection, and supervise guards.
- f. Support the Area Security Manager to 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. Report to the Area Coordinators with proposed action plan if the fleet teams need further safety and security trainings.
- g. Spearhead security assessment missions prior to ACTED staff deployment to a new area and ensure minimum security standards are in place before their installation.
- h. Support and participate to assessment mission in phase C or D area

6. **Crisis management**

- a. Together with the Country Security Manager and Country Director, adapt crisis management protocols to the local situation
- b. Act as a key member of the Crisis Management Team so that safety policies and procedures are implemented
- c. In time of crisis provide daily, weekly security updates and briefing as per Mission Communication protocols

7. **Reporting**

- a. Ensure weekly/monthly security reports and TITANIC for his/her area of intervention are consolidated and shared with the Country Security Manager for review and consolidation at mission level
- b. Produce real-time incidents reports
- c. Propose road map and objective for improvement of the security and safety framework in his/her area of intervention over 6 to 8 months to the Country Security Manager and Country Director and report monthly on progress

8. **Training and briefing**

- a. Lead bi-monthly security and safety meetings with Area Coordinators in his/her area of intervention for security context update, key hot issues and need for action. Document minutes of these meetings and follow up on action plans
- b. Conduct security briefing for international and national staff going to his/her area of supervision
- c. Support to Country Security Manager on designing training modules for staffs, and toolbox for staff training and use
- d. Actively train Area Security Manager and HAAM to provide at area level security training that is warranted (HEAT, Training to drivers and guards, evacuation drills, fire safety, etc.)

9. **Develop and maintain a security network**

- a. Actively participate in Weekly and Monthly Coordination Meetings
- b. Create an information network in the country, identifying key informants, document contacts in the key informant database available for country direction



- c. Ensure each area where teams operate has a network of key informant in case of contact loss during mission
- d. Build strong professional relationships with UN agencies, local authorities, other NGO's (local and international), and all relevant stakeholders.

Required qualifications and technical competencies

- At least 2-3 years of working experience in insecure environments; preferably in Africa, Asia, or the Middle East.
- Extensive experience in security management and procedures.
- Demonstrated communication and organizational skills.
- Ability to train, mobilize, and manage both international and national staff Flexibility and ability to multi-task under pressure.
- Ability to work well in unstable and frequently changing security environments.
- Willingness to work and live in often remote areas under basic conditions.
- Proven ability to work creatively and independently both in the field and in the office.
- Advanced proficiency in written and spoken English.
- Knowledge of local language and/or regional experience highly desirable.

Conditions

- Salary between 2400 and 3100€ monthly (before income tax), depending on the level of education, security level, etc as well as a monthly living allowance of \$300
- Accommodation and food provided in ACTED guesthouse
- Pension, health insurance, life insurance and repatriation assistance (& unemployment insurance for EU citizens)
- Flight tickets every 6 months & visa fees covered
- Contribution to the luggage transportation: up to 100 kgs, depending on the length of the contract
- R&R every 3 months, flight tickets covered up to \$500 and allowance of \$200
- Annual leave of 25 to 43 days per year
- One week pre-departure training in ACTED HQ, including a 3-days in situ security training
- Tax advice (free 30-minute call with a tax consultant)
- Psychological assistance

How to Apply

Please send your application (cover letter + resume) to jobs@acted.org under **Ref: DCSD /UKR**