

Vacancy Announcement

Position	Country Security Manager	Starting date	ASAP
Location	Kabul, Afghanistan	Type of contract	Fixed term
Contract duration	12 months (renewable)	Security risk level	Very Risky (4/4)

About Acted

For the past 30 years, international NGO Acted has been going the last mile to save lives. Currently, Acted supports 20 million people across 43 countries to meet their needs in hard-to-reach areas - and pursues a triple mandate as a humanitarian, environmental and development aid actor. Acted relies on an in-depth knowledge of local territories and contexts to develop and implement relevant long-term actions, with a wide range of local and international partners, building together a "3ZERO" world: Zero Exclusion, Zero Carbon, Zero Poverty.

Position's context and key challenges

In Afghanistan, Acted's strategy combines emergency aid and development programming aiming at providing holistic assistance and at addressing the various challenges faced by the country, with the overall goal of alleviating poverty and building resilience. For 23 years, Acted has remained committed to supporting Afghans through diverse programming such as good governance, building the capacity of civil society, rural development, and emergency humanitarian response. Acted continues to strengthen stock piling, contingency planning and preparedness, in order to provide timely assistance for those affected by natural or man-made disasters.

Providing emergency and recovery assistance for communities hit by conflict and natural disasters

Natural disasters affect approximately 250,000 Afghans each year. In addition, the past years have seen an influx in military operations and offensives led by armed opposition groups, resulting in the displacement of 197,000 individuals in 2015. Acted responds to emergency needs by providing conflict and natural disasters-affected populations with emergency assistance in the forms of food and non-food items, vouchers or cash distribution. Acted's interventions also aimed at supporting recovery, through participatory approaches to building back shelters and water infrastructure damaged by natural disasters, as well as disaster risk reduction through training.

Supporting the development of economic, education and livelihood opportunities for marginalised populations

To support marginalized groups such as farmers, youth, and women, Acted works with cooperatives and farmers to enhance governance, production, access to agricultural inputs and training in order to support the development of sustainable livelihood opportunities in rural areas. Vocational training, literacy classes, and support to small business development are also provided to hundreds of women and youth, and Self Help Groups every year, providing over women with safe and supportive space to develop business activities. Acted is supporting education through the construction of Youth Development Centres, and formal and informal education opportunities to approximately 14,000 girls.

Investing in governance and local civil society to improve service delivery and inclusive development

Acted vision for development is of an inclusive, vibrant civil society, and accountable government. Focus in Afghanistan is placed on empowering youth and women, through providing training on human rights, promoting volunteerism, facilitating sports and cultural events and the creation of grass-root organisations such as youth councils, aligned with government strategies and development plans. Acted is a major facilitating partner of the National Solidarity Program, the flagship program of Afghanistan, that supports governance at the village level, and has established and empowered close to 3,000 Community Development Councils across the country. Acted also works closely with local civil society organisations, building their capacity and developing joint projects to reach vulnerable communities.

In 2019, Acted Afghanistan developed further its programming to respond to both emergency and development needs across the country.

In particular, across the north and east of Afghanistan, Acted continued to build on its access and presence at the closest of communities, built over decades, to implement a wide range of programmes to address the acute emergency needs of vulnerable conflict and disaster-affected and displaced households: food security, livelihoods, shelter and non-food items, water and sanitation infrastructure, hygiene promotion, education, and multi-purpose cash assistance have been provided to over 4.5 million beneficiaries. Acted also continued to support communities with longer-term recovery and development efforts, through strengthening local governance, the construction of local infrastructure, vocational training, and agricultural, livelihoods and market support, including through its flagship AGORA programme.

Key roles and responsibilities

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.

1. Department management

- 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
- Supervise and mentor national security officers, focal points, guards and drivers
- Make frequent site visits to Acted premises to carry out performance assessments and provide constant support to the security team
- Maintain open lines of communications with all field staff

2. Context & Risk analysis :

- 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,)
- Follow-up on major country events and developments
- Analyse and locate key local stakeholders
- Develop security trend analysis
- Ensure internal incident tracking system is utilized properly: create an security incident database and perform incident mapping and analysis
- Fill in and regularly update the Risk Analysis Matrix (threat, likelihood, impact, level of vulnerability, level of risk)
- 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

- Draft and regularly update the Country Security Plan (CSP) for validation by the Country Director and endorsement by HQ
- Recommend changes in the Country Security Plan to Country Director and HQ Security department
- Draft Standard Operating Procedures (SOPs) adapted to the local context
- Draft and regularly update evacuation and contingency plans in capital and support Area Coordinators in developing Area evacuation and contingency plans.
- Ensure preparedness to evacuation and contingencies (check contingency kits, first aid kits etc.).
- Design and drill a security communication tree (warden system), emergency radio network, and provisioning of emergency supplies for field personnel

4. Daily Security Management

- Coordinate and monitor security activities to ensure that safety and security policies and procedures are implemented
- Ensure that all field staff are fully cognizant of prevailing security threats and fully advised on means to reduce their vulnerability to those threats

- 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
- Set up and control the implementation of mitigation measures and security rules according to the local context
- Ensure compliance with Minimum Operating Security Standards (MOSS) and develop action plans for security upgrade
- Carry out security assessments of new Acted facilities, ensure a standard level of facilities protection, and supervise guards.
- 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.
- 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.
- Ensure logistics follow a servicing and maintenance schedule for vehicles
- Spearhead security assessment missions prior to Acted staff deployment to a new area and ensure minimum security standards are in place before their installation.
- Support and participate to assessment mission in phase C or D area

5. Crisis management

- Adapt crisis management protocols to the local situation
- Act as a key member of the Crisis Management Team so that safety policies and procedures are implemented

6. Reporting

- 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
- Produce real-time incidents report (using Form SEC-03)
- Send updated TITANIC monthly to the Country Director and HQ Security Department.

7. Training and briefing

- Conduct security briefing for each new international staff arriving in country.
- Design security training modules for Country Director's approval and HQ endorsement.
- Determine training needs for the security staff
- Train national staff to increase their awareness and sense of responsibilities
- Conduct any staff security training that is warranted (HEAT, training to drivers and guards, evacuation drills, fire safety etc.).
- Carry out investigations and capture lessons learned to be incorporated into future staff trainings

8. Develop and maintain a security network

- Actively participate in Weekly and Monthly Coordination Meetings
- Create an information network in the country, identifying key informants
- Build strong professional relationships with UN agencies, local authorities, other NGO's (local and international), and all relevant stakeholders

9. Ensure external representation

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

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 3500 and 4700€ 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
- Rest & Recuperation (R&R) every 2 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 4-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: CSM/AFG**