acted

Vaccancy Announcement			
Position	**Humanitarian Access Manager**	**Starting date**	November 2023
Location	Roving: 80% between Aden, Al Dhalee, and Marib, remaining 20% in DFA-controlled area	**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

Acted has been present in Yemen since 2012 with a coordination office in Sanaa, and 6 area offices in Aden, Al Dhalee, Marib, Saadah, Dhamar, and Al Hudaydah. Acted currently intervenes in 8 governorates (Aden, Al Dhalee, Al Hudaydah, Abyan, Marib, Raymah, Saadah, and Dhamar). Key areas of intervention focus on providing emergency response, Durable Solutions, and sustainable development depending on each governorate's unique circumstances.

Acted achieves these goals by focusing on several key sectors, namely: WASH, Food Security and Livelihoods, Sustainable Agriculture, Camp Coordination and Camp Management (CCCM), Infrastructure Rehabilitation, Economic Recovery, Capacity-Building of Local Civil Service Organizations, and Cash & Voucher Programs. Acted is a proud member of the Cash Consortium of Yemen (CCY), Yemen Displacement Response (YDR) consortium, and recently led a flagship consortium project focused on developing Pathways to Durable Solutions for IDPs in Yemen. Prior to the commencement of conflict in Yemen in 2015, Acted focused more heavily on development projects (infrastructure, sustainable WASH, etc.), whereas the needs began to shift towards emergency response programming as the situation evolved. In response, Acted has adapted its programming to best suit the needs of each governorate, whether that be emergency response, sustainable development, or through a hybrid approach.

Key roles and responsabilities

The Humanitarian Access 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**
   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 a 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 NGO's (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

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: HAM/YEM**