

## Vacancy Announcement

<b>Position</b>	<b>Country Security Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Jerusalem, Occupied Palestinian Territories	<b>Type of contract</b>	Fixed term
<b>Contract duration</b>	months (renewable)	<b>Security risk level</b>	Sensitive (2/4)

## 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 response to the emergency situation in OPT, Acted recruits.

## Key roles and responsibilities

The Country Security Officer is supporting directly the Country Security Manager or the Country Logistic and Security Manager in the reporting on context analysis, writing of security documents, and ensuring compliance with security standards. He/she will be in charge of drafting all the Acted security reporting documents requested in the frame of the activity of the security department and is in charge of the administration of the security department.

### 1. Context analysis and risk assesment

- Provide regular contextual security report by drafting SEC-02B Monthly Security report (or weekly for phase D area) and share with Country Security Manager
- Draft weekly security reports
- Fill in every month the Incident Data base of the SEC-28 Risk Analysis matrix
- Update every month the Area Analysis tab of the SEC-28 Risk Analysis matrix
- Prepare the update of the SEC-01 Country Security Plan and submit it to the Country Security Focal Point

## 2. Security Assessments, auditing and Operational support

- Carry out security assessments and evaluations (MOSS self-assessment) in all Acted area and update MOSS self-assessment forms in the SEC-28 Risk Analysis matrix.
- Update Security risks assessment, SOPs and other security documents as appropriate and share with Country Security Manager and all local staff and ensure the security notice rules are applied
- Offer appropriate security recommendations
- Ensure that each area has a proper communication procedure and a proper follow up of movement of staff and vehicles
- Carries out regular checks on hibernation kits and order replacement stock through logistics function
- Carries out regular checks of the fire safety plan and implementation of all Acted premises in country
- Support the Country Security Manager to prepare and update the Hibernation/Relocation/Evacuation plan SEC-27 for all Acted bases
- Support the Country Security Manager to prepare and update contingency plans SEC-26 to anticipate any high risk security event
- Support the Country Security Manager to prepare and update security notices SEC-31 are up to date for each Acted/REACH area of intervention and make sure all Acted/REACH staff are fully aware and prepared.

## 3. Reporting

- Ensure Security TITANIC report is sent to Country Security Manager every month and then to HQ security department.

Ensure that the Security Documents indentified above are shared with HQ security department for centralization and archiving.

## Required qualifications and technical competencies

- Bachelor or Master Level education in Security studies or another relevant field such as International Relations;
- Excellent analysis and synthesis skills;
- 2-5 years previous work experience in a relevant position;
- Proven capabilities in leadership and management required;
- Excellent skills in written and spoken English;
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms;
- Ability to work well and punctually under pressure;
- Previous experience in a difficult context.

## Conditions

- Salary between 1600 and 1800€ 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
- 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



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