

Vaccancy Announcement

Position	Security Officer	Starting date	January 2024
Location	Paris 9th arr. (HQ), France	Type of contract	CDI (French open-end contract)
Contract duration	Open-End	Security risk level	Calm (1/4)

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's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

Key roles and responsibilities

Working as part of a team in the HQ of Acted the role holder will be responsible for assisting a number of countries in their application of Acted security processes. They will be required to contribute to the security and safety of Acted staff in a number of areas, as articulated in greater detail below. The role requires an individual capable of working on multiple tasks with competing priorities often with limited information. They will be expected to gain knowledge of a wide variety of contexts and use this to assist Acted staff at country level to implement policy in a meaningful manner. While the role is based in Paris travel will be required, this may include to higher risk locations with arduous living conditions.

1. Contribute to the implementation of ACTED security strategy
 - Contribute with compliance to the ACTED global Security & Safety manual
 - Ensure the quality and timely submission of Country Security Plans (SEC-01) and annexes (SEC-10, SEC-11, SEC-16, SEC-25, SEC-26) for all ACTED field missions.
2. Risk management
 - Review countries risk mitigation measures: SOP, MOSS self-assessment (SEC-06), Countries security training plan (SEC-07), action plan (SEC-08) and country security funding plan (SEC-08A)
 - Identify and inform Safety and Security Deputy Director of any deficiencies or failings to apply adequate risk mitigation measures.
 - Provide technical advice on protection of premises, movement and communication
3. Contingency preparation
 - Review country/area security Hibernation, Relocation, Evacuation Plan (SEC-25) and contingency plans (SEC-26); suggest amendments and modification as appropriate
 - Ensure the regular testing of contingency plans
4. Field security audit
 - Conduct security audit to assess the mission MOSS compliance

- Assist in the development of the training plan (SEC-07), action plan (SEC-08) and country security funding plan (SEC-08A)
- Provide recommendations and capitalize lessons learned to improve the mission security management

5. Training

- Support capacity building of national security teams, specifically with risk mitigation measures
- Support the development and delivery of ACTED's global security training, including the provision of assistance during pre-deployment training.

Required qualifications and technical competencies

- Education to at least M1 level (masters) in a social science, with geopolitical studies being desirable and risk management being highly desirable.
- CSMP / CSSP or other risk management qualifications are highly desirable.
- Information Technology – the role requires the individual to be technically competent in the full suite of Microsoft Office products, including the ability to use excel. This ability will be tested during the recruitment phase.
- Analysis – there is no formal requirement for qualifications in analysis, however the role requires the individual to be able to produce regular analysis of risk therefore prior experience in a similar role or training in quantitative and qualitative analysis are deemed to be highly desirable.
- Delivery - the ability to deliver / impart knowledge to both internal and external stakeholders via verbal, visual and written briefings. Examples or prior work will be required.

Conditions

- Salary between 2200€ and 2400€ monthly (before income tax), depending on the level of education & expertise.
- Food vouchers ("tickets restaurant") when in HQ,
- 50% coverage of Paris transportation costs (Navigo Pass)

How to Apply

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