



JOB PROFILE

Job Title:	Country Security Officer
Function:	Security
Job Group:	Safety & Security
Duty Station:	Erbil, Iraq with occasional travel to field offices
Administrative Line Manager:	Head of Security and Operations

JOB PURPOSE:

The Country Security Officer (CSO) is responsible for providing an overview of security functions, including security analysis and advice for NP Iraq. S/he will provide the senior management team with consistent, in-depth safety and security updates, risk assessments and work with the HoSO to develop and maintain robust country security procedures, SOPs and Contingency Plans. This position interacts with all other functions as well as the field-based program teams. The position includes on-site and remote security support and capacity building to field staff and ensuring that all staff are aware of, and trained in Standard Operating Procedures and related skills necessary for compliance. The CSO will be responsible for delivering initial briefings to incoming international staff.

Candidates normally underrepresented in the Security roles, including women and those with disabilities are strongly encouraged to apply.

KEY OBJECTIVES/RESPONSIBILITIES:

A. Security Information Collection, Management and Communication

- In collaboration with the Access Officer, the CSO will collate security information gathered in the field and will assist in integrating this information into NPIQs SOPs
- In collaboration with the HoSO, establish and maintain relationships with key actors including (I)NGOs, UN government officials, security forces and other armed actors.
- Monitor and analyze the country-level security situation, ensuring up-to-date and reliable security information is passed to the relevant person in a timely manner and will maintain a map and log of critical security incidents
- Monitor and analyze security situation in Erbil and recommend changes to security measures in line with contextual changes
- Consolidate security incident logs and other relevant security information into a country level tracker
- Provide security context analysis and daily security updates and rapidly communicate relevant security information, analysis and recommendations to SMT and staff
- In collaboration with the HoSO, provide security advice and ensure situational awareness to mitigate risks to programme staff in the field whilst ensuring the primacy of field teams is maintained at all times
- Support risk analysis for the country program as a whole
- Ensure that a centralized filing system of security-related documents is maintained and available online

B. Risk Mitigation and Management

- Facilitate an ongoing culture within the wider team of security awareness and ownership, and commitment to the procedures and to each other and arrange ongoing training as a key strategy for improved security conditions
- Create and update country Security Management plan, hibernation/relocation/evacuation plan, SOPs and contingency plans in close collaboration with the HoSO whenever the contexts changes or mitigation strategy to contingency planes needs to be adjusted
- Recommend new protocols, or adjustments to procedures, to improve effective risk mitigation and support the drafting of such as necessary
- In coordination with SMT, ensure that all staff are aware of, and trained in, the procedures detailed in NP security documentation and Standard Operating Procedure documents
- Support security assessments in new programme locations and travel routes, and suggest risk mitigation steps
- Review standard requests for travel to new locations (regardless of security risk level) or repeat travel to high-risk locations
- Advise on, and develop, contingency plans for critical incidents, including hibernation and , evacuation, medevac, vehicle accidents, and so on. Work with staff to prepare for those contingencies.
- Support Team Leaders with physical security assessments of current and future guesthouse, office locations, and program implementation sites. Provide recommendations for physical security improvements.

C. Team Training & Development

- Map security training needs, such as personal security, security management, health and safety, and trauma care/first aid, in addition to role-specific training for drivers, security guards and other related roles. Coordinate in-field and in-country training, as needed, to meet training needs.
- Plan and lead training for all new staff in the priority subjects and regular refresher training for all staff to ensure continuity in learning and skills capacity
- Provide in-depth security inductions for new staff upon arrival and additional briefings for all staff upon major shifts in the security context.

QUALIFICATIONS & PREFERRED SKILLS

A. Essential

- 3-5 years of security analysis/management experience in operating in high-insecurity environments and / or Previous experience working with an INGO in a security management position or field coordination position with management of security. Candidates with military and private security management experience are encouraged to apply
- Previous experience working in a complex and dynamic operational environment. A nuanced understanding of the current political context of Iraq
- Nuanced understanding of the humanitarian principles
- Previous experience in providing security and safety advice for INGOs
- Demonstrated capacity to analyze needs, develop a plan and action the plan to completion
- Comprehensive understanding of strategic, and operational safety and security risk management
- Previous experience working with and negotiating with armed actors, community leaders and local power brokers.
- Emotional intelligence and active listening skills
- Strong analytical skills on security analysis and conflict sensitivity
- Excellent organizational and administrative skills
- Skills in researching, tracking and analyzing issues and trends

- Strong writing abilities – with capacity for drafting quality documents, briefs and reports quickly
- Strong training skills
- Problem-solving capabilities
- Ability to remain calm, focused, organized and results-oriented under pressure and with rapidly changing circumstances
- Able to balance and integrate security, well-being and programme needs in analysis and advising
- High-level communication and relationship building skills, able to communicate with discretion and sensitivity.
- Able to build security networks and represent NP externally
- Fluency in English, Arabic and Kurdish

B. Desirable

- Undergraduate Degree or Equivalent Level of Knowledge in Safety & Security, International Armed Conflict, Peace Studies, Intelligence Studies, or International Relations
- Certified First Aid/Trauma Care Trainer for high threat environment
- Completed a Hostile Environment Awareness Training (HEAT) course within the past 12 months
- Security management training

HOW TO APPLY:

- Candidates meeting the above requirements are requested to visit our website <https://nonviolentpeaceforce.org/about/work-with-us> to download and complete the **NP Application** to accompany your CV (max. 2 pages) and cover letter (max. 1 page). Incomplete applications will not be considered.
- Please state in the subject line of the email: **“Country Security Officer”**
- This position is open to qualified **national** candidates
- The closing date for applications is **Saturday, 15 May 2021**
- Candidate may be selected before the closing date.
- As part of the recruitment process, shortlisted candidates may be asked to complete a written assignment before participating in an interview.

SPECIAL NOTICE:

Nonviolent Peaceforce is committed to achieving 50/50 gender balance in its staff at all levels. Female candidates are strongly encouraged to apply for this position. However, all qualified applicants regardless of their gender, race, disability, sexual orientation, or age, will be considered for this opportunity.

Nonviolent Peaceforce acknowledges the duty of care to safeguard and promote the welfare of employees, contractors, volunteers, interns, beneficiaries and other stakeholders and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in the Humanitarian and Development sector.