Tool 3 - Security Coordinator/Advisor Job Description Template

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| **XXXX** **Security Coordinator/Advisor Job Description** |

The XXXX Security Coordinator/Advisor is a full-time position based in [*location*] with frequent travel throughout [*country/location*]. The primary goal of this position is to provide security information and support to NGOs operating within[*country/location*] to enable them to manage risks to their staff and programmes.

***Reporting***

The XXXX Security Coordinator/Advisor reports to the [*position*] and works in close collaboration with the XXXX Steering Committee/Advisory Board and the Host Organisation.

***Responsibilities***

* Gather, analyse and report upon information and incidents that could impact the security of NGO staff and programmes operating in [*country/location*].
* Facilitate and lead regular NGO security meetings, briefings and workshops as often as necessary, ensuring information is disseminated to relevant stakeholders.
* Establish and maintain an active information network, which includes INGOs, L/NNGOs, UN agencies, local authorities and community leaders, police and military forces, and other key actors, to obtain credible and relevant security information.
* Establish and maintain a security incident-reporting system and database, and ensure that up-to-date incident data is provided to NGOs on a regular basis.
* Develop and maintain an effective alert system to ensure that reliable and accurate information on security incidents and threats is effectively disseminated to NGOs.
* Develop and maintain a reporting format on a regular basis which includes a summary of security incidents as well as analysis of relevant political and security developments impacting on the operating environment.
* Develop and maintain good working relationships with UNDSS and UN Security Management System (UNSMS) and look to strengthen UN-NGO security collaboration in line with the Saving Lives Together (SLT) Framework.
* Support NGOs in contingency planning and liaise with UN agencies, local authorities, embassies, and other actors to determine the extent of support available in case of medical emergencies and/or the relocation/evacuation of staff.
* Undertake security assessments of programme areas, as requested, providing analysis of the security situation and risks, and offering recommendations on security approaches and procedures.
* Consult with NGOs to determine security training needs, and conduct or facilitate security training events for different groups of staff.

***Requirements***

* Proven security management experience in the context of NGO/UN humanitarian operations in conflict-affected and volatile environments.
* Experience of liaising with a wide range of security actors, relevant stakeholders and maintaining information networks.
* Experience of developing and facilitating security training for a range of organisations across different levels of staff.
* Strong analytical skills and demonstrated ability in writing briefing papers, security reports and other information products.
* Good interpersonal and communications skills, and the ability to work independently and as part of a team.
* Ability to work under pressure in an unstable security environment and willingness to travel around the country, as required.

***Desired***

* Experience or knowledge of [*country/location*] context.
* Working knowledge of [*language*].