



Job Vacancy

Médicos del Mundo needs to fill the position:

Security Coordinator

Location: Ukraine

Mission

The Security Coordinator supports the Country Coordinator with all security, safety and access management related matters by ensuring a continuously updated security and access analysis, the design, update, dissemination and implementation of all necessary security documents, tools and measures in all MdM areas of intervention in Ukraine, in line with MdM standards.

Geographical scope of intervention

The successful candidate will be based in Dnipro with frequent travels to other MdM bases including North, South and Eastern Ukraine.

Organisation chart

The successful candidate will be part of the coordination team and will report directly to the Country Coordinator.

Functions

Information Management:

Collect and disseminate relevant security information in a timely manner, including analysis of possible implications for current or future access to MdM areas or intervention, as well as programming and reputation and provide recommendations accordingly.

Ensure security information is stored and accessible both soft and hard copies.

Participate, and represent MDM in Ukraine based security information networks and other forums and maintain close collaboration with other organizations' security coordinator and focal points.

Security management

In close coordination with the team, regularly update security management documents and tools included in the security plan, such as context analysis, risk analysis, scenario planning, contingency plans, standard operating procedures (SOPs), security rules and other relevant documents and tools.

Propose measures to constantly improve MdM security management in Ukraine, by creating/updating and following-up on the implementation of a security management action plan in line with MdM principles, strategy and resources.



Support coordinators to implement agreed security procedures, ensuring that all staff are familiar with and adhere to the policy and procedures of MDM and are informed of changes in security levels or procedures.

Monitor regularly the compliance of security standards in bases and operational locations, alert and propose corrective measures when needed.

Conduct or closely support security assessment of MDM facilities and locations of intervention.

Liaise with relevant security authorities in ensuring MDM fulfils security-related regulations such as obtaining necessary clearance letters when applicable.

Participate in program design in close cooperation with the Field Coordinators and Logistic department and ensure that the country budget covers security needs.

Be the main focal point at mission level for the implementation of the MDM Security Portal. Ensure the setup, awareness, and dissemination in the use of the Security Portal to all relevant staff (logistics, field coordinators, general coordinator)

Be a key member of the incident management team, support the Country Coordinator and advise on the response to internal security incidents.

Security Training

Identify safety, security, and access learning and development needs for country program staff and internal or external providers for these training needs.

Based on an assessment of training needs, develop, support, facilitate and/or deliver security and safety training to all staff members.

Provide effective and accurate general security briefings for existing staff, new staff and visitors.

Any additional security-related duties as determined by the General Coordinator and HQ Security Focal Point.

Required qualifications

Academic background: University Degree in Political, Social Sciences or any other related field.

Desirable: HEAT or similar certificate and/or Humanitarian negotiation principles certificate preferred.

Requirements

Language: Excellent written and spoken English. Russian/Ukrainian is an asset.

Computer requirements: Office pack user level. Dataset management and mapping software skills desirable.



Experience

At least 3 years in senior security management or advisory positions, or similar, for INGOs in highly volatile conflict environment, preferably in similar contexts.

Competence profile

Excellent communication, networking and interpersonal skills.

Capacity to remain calm under pressure not losing sight of strategic priorities.

High level of responsibility, professionalism and flexibility.

Cultural awareness and adaptability.

Understanding of the humanitarian principles and the international humanitarian law.

Strong organizational and time management capacity.

Strong analytical skills.

Self-motivation and capacity to work under pressure and with limited management oversight.

Alignment with principles, values, mission and ethics of Médicos del Mundo.

Strict compliance with the safety protocols established for the country and MdM mission.

Availability

March 2024

Salary

Medicos del Mundo's Salary charts.

Category: Group 4

R&R policy applicable.

Hazard allowance policy applicable.

Applicants should send their CV to:

Web

| <https://empleo.medicosdelmundo.org/jobs>



Please note:

Médicos del Mundo promotes equal opportunities for all people. We establish positive action measures for those who, due to functional diversity or social and / or cultural exclusion, belong to under-represented groups in the positions offered.

As a result, no candidate with a valid profile will be rejected because of a functional diversity or for being culturally or socially excluded for reasons of birth, ethnicity, race, sex, gender or any other personal, social or cultural condition