

JOB DESCRIPTION

Preliminary job information

Job Title	REGIONAL SAFETY AND SECURITY ADVISOR (RSSA)
Country and Base of posting	JORDAN, AMMAN
Reports to	MIDDLE EAST REGIONAL OFFICE COORDINATOR
Creation/Replacement	Replacement
Duration of Handover	N/A
Duration of Mission	6 months

General information on the Mission

Context

Première Urgence Internationale (PUI) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency. The association leads in average 200 projects per year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 7 million people in 21 countries in Africa, Asia, Middle East, Eastern Europe and France.

The MERO opened in 2011 as a support office focusing mostly on PUI missions in development contexts. Given the emphasis on emergency programs induced by the development of the Syrian and, more recently, of the Iraqi and Yemen crises, the focus of the MERO is now set on supporting the operational development of the ME missions and the improvement of the emergency response provided by PUI in the region.

The MERO hosts a roster of advisors aiming at:

- conducting regular field visits for rapid responses, assessments and in-field support missions
- organizing regular workshops and training sessions for PUI staff and partners capacity building
- strengthening institutional knowledge building
- filling operational gaps
- supporting fundraising efforts
- supporting the rolling-out of new organizational systems when necessary

PUI's strategy/position in the area

With an already strong presence in the Middle East for more than 30 years, PUI has increased considerably its intervention in this Region with the occurring of the Syrian crisis. Currently the NGO is assisting Syrians and host communities in four different countries (Syria, Lebanon, Jordan and Iraq) while it addresses the major humanitarian crisis in Yemen and carries out recovery and development projects in oPT.

In the Middle East, PUI is currently implementing projects in all the sectors of expertise of the NGO.

PUI's strategy in the region is to develop a multi-sector / integrated approach in its countries of intervention, linking relief to development to support the affected population in the most efficient and sustainable manner.

History of the missions and current programs

Iraq

PUI has been working in Iraq since 1983. In the South (Baghdad, Nadjaf), it has been implementing emergency and recovery projects aiming at improving the access to health (rehabilitation of health structures, drugs distribution), to water and sanitation, livelihoods, in urban and rural areas, with a focus on Iraqi returnees and IDPs. In the North, PUI, in 2013, launched activities targeting Syrian refugees with the deployment of an integrated WaSH and Health response in two refugee camps (Gawilan and Domiz 2) in Dohuk and Ninewa Governorates. PUI followed closely the deterioration of the situation in Iraq since early 2014 and launched emergency intervention in its areas of coverage near Baghdad. With the further deterioration of the situation since June 2014, it started deploying a multi-sector emergency response in Health, Food Security, Shelter / NFI and WaSH both in KRI, including Bardarash area, and in Baghdad's extended region targeting the affected displaced populations. Currently, PUI provides relief in and around Mosul.

Lebanon

PUI has launched an emergency response operation following the Lebanese-Israeli conflict in 1996 and has since then maintained a significant commitment to the country, with a diverse panel of activities ranging from emergency response to recovery. Currently the humanitarian assistance to the Syrian refugees is the bulk of PUI's intervention, in the sectors of Food Security & Livelihoods, WASH, NFIs distribution, Shelter and Health. The areas of interventions are Northern Lebanon, Mount Lebanon and Saida.

Occupied Palestinian Territory

Since 2002, PUI has been implementing humanitarian and recovery projects in the Gaza Strip and in the West Bank in direct response to the negative impact of the construction of the separation barrier and occupation policies. To date, PUI has successfully provided assistance through income generating projects (distribution of professional tool kits), food security and agriculture projects (emergency job creation, livestock farming and familial farming) and water and sanitation projects (water network extension and chlorination awareness campaigns). On top of this, the mission addresses protection issues and conducts an ambitious women economic empowerment project.

Syria

PUI is working inside Syrian with expatriates and local staffs since February 2008, to facilitate the enrolment of Iraqi children and youth in the Syrian education system. The program included school rehabilitation/construction and provision of remedial courses and free exam preparation, in addition to vocational training courses for Iraqi youth.

Since June 2012, PUI is providing humanitarian assistance to the Syrian IDPs in Dera'a, Damascus, Rural Damascus, Homs, Hama, Tartous, Lattakia and Aleppo, in cooperation with the Syrian Arab Red Crescent and other national bodies. The sectors of intervention are Education, Shelter, WASH and Livelihoods. Whilst operating frequently in emergency, the country program develops early recovery dynamics where and as soon as the basic conditions are gathered. Ensuring a field and community based orientated approach, PUI progressive response takes into consideration the necessary interaction between sectors and the evolution of the need during the project in specific places.

Jordan

Although the NGO is present in Jordan since 2004 to support operation in Iraq and then the opening of the Middle East Regional Office, it has started implementing activities in Jordan in 2013 to provide support to the Syrian refugees and the vulnerable host communities. PUI is currently implementing integrated health, education, protection and cash assistance programs.

Yemen

PUI has been present in Yemen since 2007. From 2007 to 2011, PUI supported the primary health system in Hodeidah Governorate. Since July 2012, it carries out nutrition projects focusing both on emergency response and a longer term community-based approach in Hodeidah and extended its activity in the remote administrative division of Raymah. Due to the recent conflict between the Huthis rebellion and the former government supported by a Saudi Arabia led coalition, humanitarian situation in the country in general and in PUI areas of interventions has been deteriorating constantly since March 2015, becoming one of the worst humanitarian crisis in the world in 2017. PUI response to current crisis combines Food Security, Nutrition and Health in order to address simultaneously and synergistically underlying and immediate factors of undernutrition and acute water borne diseases such as cholera.

Configuration of the Organization in the Region

BUDGET 2017	APPROXIMATELY 30 MILLION EUR
MISSIONS	6 MISSIONS
NUMBER OF EXPATRIATES	Over 50
NUMBER OF NATIONAL STAFF	Over 500
NUMBER OF CURRENT PROJECTS	Over 25
MAIN PARTNERS	ECHO, EUROPEAID, UNHCR, UNICEF, OCHA, WFP, BPRM, OFDA, CDC, AFD
ACTIVITY SECTORS	Food Security and Livelihoods, Shelter & Rehabilitation, WASH, Health & Nutrition, NFIs distribution, Agriculture, Education
EXPATRIATE TEAM ON-SITE	Regional Office in Amman : 1 Regional Office Coordinator, 1 Safety and Security Advisor, 1 Regional Food Security & Livelihoods Advisor, 1 Health Advisor Jordan mission: 4 expatriates

Job Description

Overall objective

The Regional Safety and Security Advisor (RSSA) contributes to reducing the vulnerability of PUI staff and programs to the threats arising in highly insecure environments in the Middle East context.

The RSSA serves as a technical resource to PUI missions in the Middle East, providing risk assessment and analysis, security awareness training and capacity building, security management technical support, safety and security guidance, and timely advisory information. The RSSA is a main focal point on regional level to raise the security culture on the assigned missions. This part of the job will increase over time and represent the main function of the RSSA after the first six months. The advisory role will take place according to a specific support modulation matrix aiming at adapting the level of support to needs. It is expected that the RSSA will communicate regularly with all Security Focal Points and Security team members in the region and support with their onboarding, mentorship and development.

In 2018, the RSSA will contribute substantially to the HQ on-going ad-hoc task force on security aiming at defining new PUI global safety and security frameworks, guidelines and tools. S/he will mainly support the roll-out of the finalised policies and tools in the Middle-East missions (and others if need be). Fulfilling this objective could represent up to 60% of the workload during the first six months. Reporting to the MEROC (Middle East Regional Office Coordinator), the RSSA is based in Amman, but spends most of his/her time (ideally 70%) in mission in the different PUI countries.

Tasks and responsibilities

- ▶ Contributing towards tackling a priority for the Direction of Operations for 2018 : full reshaping of PUI security management systems & tools ; roll-out and training of the ME missions
- ▶ Follow-Up of the implementation process of Safety & Security new system on assigned missions
- ▶ Supporting Field Operational Safety & Security Management
- ▶ Designing and conducting Safety and Security training
- ▶ Producing Regional Context Analysis and Active Networking

Specific objectives and linked activities

1. Contributing to the full reshaping of PUI safety and security management system ; rolling-out and training of the ME missions (representing approximately 40% of the workload)

- ▶ Under supervision of the MEROC and in close collaboration with the Head of mission and Desk Managers, plans the rolling-out of the new security system in the six missions of PUI the Middle East and potentially additional missions if necessary
- ▶ Presents the new system to the Heads of Mission, security focal points and other staff members of PUI missions in the Middle East and beyond if necessary
- ▶ Builds the capacities of the security focal points/managers of the six PUI missions in the Middle East in order to facilitate the rolling-out of the new security management system, adapting the modalities to the capacities of the mission in terms of security management
- ▶ Carries out field visits to build the capacities on rolling-out the new security management system,
- ▶ Writes reports after field visits to describe achievements and provide recommendations if necessary
- ▶ Contributes actively to institutional learning on testing and implementing phases of the rolling-out of the new system
- ▶ Regularly follows-up on progresses and achievements against expected results of the rolling-out of the new system and provides recommendations to Desk managers and Head of Missions
- ▶ Controls the production of the security documents is in line with the new security system, providing systematically feedbacks and recommendations to security focal points, Heads of Mission and Desk Managers, according to formalized process of production
- ▶ Provides technical validation in line with new safety & security system for all base mandatory documents before they are transferred to HQ Desk Manager
- ▶ Upon request, supports security focal points, Heads of Mission, Desk Managers to produce security documents technically in line with the new system

2. Supporting Field Operational Safety & Security Management, in line with the support modulation matrix

- ▶ Provides support to the missions in ensuring that Safety and Security Management is in line with internal PUI frameworks
- ▶ Provides support to the missions in establishing specific procedures to enforce their Safety and Security Framework (SSF)
- ▶ Participates in Context & Risks Analysis process on each mission and supports the missions to define acceptable residual risk levels
- ▶ Provides technical support, advice and feedback as each mission develops or revises its SSF
- ▶ Visits missions regularly and conducts field security assessments examining security management issues related to staff, assets, offices, residences, field sites, projects, partnerships and the level of acceptance of the organization
- ▶ Alerts in case of security risks or bad external perception impacting the security of the organization or the teams
- ▶ Provides report with findings, recommendations and planning (elaborated in close collaboration with the HoM) after each visit: the Desk Managers are responsible to check it and decide on recommendations and plans that will become compulsory
- ▶ Supports the missions to create, maintain and keep an institutional memory of useful security networks
- ▶ Supports the missions to systematically take into consideration safety and security requirements in the Project Cycle and reviews safety & security related aspects included in all new proposals
- ▶ Supports the missions to manage the security incident upon request from HoM or Desk Manager. If necessary, coordinates with the Head of Missions to define the priority actions during and after the incident
- ▶ Receives the incident reports from all missions to analyze global trends and dynamics on regional level
- ▶ Conducts regular meetings (in person or remotely) with the mission security focal points (Security Coordinator, Logistics Coordinator...) on monthly basis and with the participation of the Head of Missions on quarterly basis
- ▶ Fills the safety and security gaps in the absence of mission safety & security focal point and/or responsible (Security Coordinator, Head of Mission, Logistics Coordinator-only on safety & security aspects)

3. Designing and Conducting Safety & Security Training

- ▶ Creates and delivers a security trainings and workshops that reaches a maximum number of national and international staff
- ▶ Keeps useful records on staff training and report at least annually on training performed at all levels
- ▶ Assists country program offices in arranging ad hoc security training workshops appropriate to security environments
- ▶ Contribute to define the training needs which are due to be externalized and participates in the selection of the external trainers
- ▶ Contribute to define the training needs which can be organized internally and proposes to the Head of Missions and/or HQ
- ▶ Participates in recruitment, selection and orientation processes for international and national security staff

4. Producing Regional Context Analysis and Active Networking

- ▶ Provides credible information and contextual analysis of regional security situations and incidents along with appropriate advice to the direct supervisor, Heads of Mission and Desk Managers through monthly reporting
- ▶ Identifies, creates and maintains a network with NGO/UN and other security specialists suitable for the region
- ▶ Facilitate regional NGO security coordination through networking, collaboration and coordination with humanitarian actors

Team management

Number of people to manage and their position (expatriate/local staff)

- ▶ Direct management : 0
- ▶ Indirect management : 0

Required Profile

Required knowledge and skills

	REQUIRED	DESIRABLE
TRAINING	<ul style="list-style-type: none"> ▶ Security Management 	<ul style="list-style-type: none"> ▶ Project cycle management ▶ Logistics
PROFESSIONAL EXPERIENCE <ul style="list-style-type: none"> ▶ Humanitarian ▶ International ▶ Technical 	<ul style="list-style-type: none"> ▶ Experience in humanitarian context in highly insecure environments (min. 5 years) ▶ Previous experience with NGOs or NGOs and military, peacekeeping activities ▶ Previous experience as security officer / adviser ▶ Knowledge of principles and current approaches / models of security management ▶ Expertise in designing security management plans, risk assessment and mitigation measures, security training plans 	<ul style="list-style-type: none"> ▶ Experience in multi-sector programmes in various humanitarian contexts ▶ Previous experience in the region ▶ Experienced trainer ▶ Previous experience in program management or field coordination ▶ Previous experience in logistics
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing skills ▶ Advanced knowledge of humanitarian contexts 	<ul style="list-style-type: none"> ▶ IT skills, developing tools on Office ▶ Communication skills
LANGUAGES <ul style="list-style-type: none"> ▶ French ▶ English ▶ Other (to be specified) 	x	<ul style="list-style-type: none"> ▶ French and Arabic strong assets
SOFTWARE <ul style="list-style-type: none"> ▶ Pack Office ▶ GIS and similar ▶ Other (to be specified) 	x	

Required Personal Characteristics

Mandatory :

- ▶ Context analytical skills and capacity to provide strategic advices
- ▶ Capacity to handle high levels of insecurity on the field
- ▶ Excellent capacity building skills (for training and facilitation of workshops)
- ▶ Communication skills and ability to develop a network
- ▶ Autonomy, leadership, ability to organise him/herself and his/her work
- ▶ Flexibility, ability to adapt him/herself to changing context and various stakeholders

Appreciated:

- ▶ Ability in representation tasks

Other

- ▶ Willingness to travel (approx. 70% of time)

Proposed terms

Status

- ▶ **EMPLOYED** with a Fixed-Term Contract

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 2 200 up to 2 530 Euros depending on the experience in International Solidarity + 50 Euros per semester seniority with PUI

Benefits

- ▶ **COST COVERED:** round-trip transportation to and from home / mission, visas, vaccines...
- ▶ **INSURANCE:** including medical coverage and complementary healthcare, 24/24 assistance and repatriation
- ▶ **HOUSING:** accommodation in a PUI apartment
- ▶ **DAILY LIVING EXPENSES:** (« Per diem »)
- ▶ **BREAK POLICY:** 5 working days at 3 and 9 months
- ▶ **PAID LEAVES POLICY:** 5 weeks of paid leaves per year + return ticket every 6 months