Vacancy announcement

<table>
<thead>
<tr>
<th>Position</th>
<th>Country Security Officer- Yemen</th>
<th>Starting date</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Aden, Yemen</td>
<td>Type of contract</td>
<td>Fixed term</td>
</tr>
<tr>
<td>Contract duration</td>
<td>6 months renewable</td>
<td>Security Risk Level</td>
<td>Very risky (4/4)</td>
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**About ACTED**

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last kilometer: ACTED’s mission is to save lives and support people in meeting their needs in hard to reach areas. ACTED develops and implements programs that target the most vulnerable amongst populations that have suffered from conflict, natural disaster, or socio-economic hardship. ACTED’s approach looks beyond the immediate emergency towards opportunities for longer term livelihoods reconstruction and sustainable development. With a budget of 190 million EUR in 2015, ACTED is active in 35 countries and implements more than 495 projects a year reaching over 11 million beneficiaries with 400 international staff and 4,300 national staff.

**Country Profile**

<table>
<thead>
<tr>
<th>Number of projects</th>
<th>11</th>
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<tbody>
<tr>
<td>Number of areas</td>
<td>4</td>
</tr>
<tr>
<td>Number of national staff</td>
<td>384</td>
</tr>
<tr>
<td>Annual budget (EUR)</td>
<td>€25,389,810</td>
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<tr>
<td>Number of international staff</td>
<td>19</td>
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**Position context and key challenges**

ACTED has been present in Yemen since early 2012, and implements activities in the central-western and central-southern regions. The presence of ACTED in Yemen has been anchored to the governorates of North of Yemen, North of Yemen, Raymah and Ad-Dhalee where, in the last three areas especially, the organization has been virtually the only international actor directly implementing activities.

ACTED delivered assistance across nine governorates of Yemen over the course of 2019, with the majority of projects focusing on emergency response, such as distributions of food vouchers, cash, hygiene kits and winterisation kits. The food security situation in Yemen continues to be volatile and more households are increasingly relying on humanitarian assistance for their survival. ACTED’s work also focused on the rehabilitation and recovery of communities, with beneficiaries participating in cash-for-work activities and livelihoods trainings.

According to UNHCR, there are almost 2.4 million internally displaced people currently in Yemen, however, Camp Coordination and Camp Management (CCCM) is not looked upon favourably by the authorities. Nevertheless, through ACTED’s CCCM project in Aden and Al Dhale’e, the organization has become the focal point for the CCCM cluster’s area coordination in Al Dhale’e, affirming ACTED’s knowledge and experience in the sector.

**Key roles and responsibilities**
1. Context analysis and risk assessment

- Provide regular contextual security report by drafting of the SEC-02B Monthly Security report (or Weekly for phase D area) and share with Country Security Manager
- Draft the weekly security report
- Fill in every month the Incident Data base of the SEC-28 Risk Analysis matrix
- Update every month the Area Analysis tab of the SEC-28 Risk Analysis matrix
- Prepare the update of the SEC-01 Country Security Plan and submit it to the Country Security Focal Point

2. Security Assessments, auditing and Operational support

- Carry out security assessments and evaluations (MOSS self-assessment) in all ACTED area and update MOSS self-assessment forms in the SEC-28 Risk Analysis matrix.
- Update Security risks assessment, SOPs and other security documents as appropriate and share with Country Security Manager and all local staff and ensure the security notice rules are applied
- Offer appropriate security recommendations
- Ensure that each area has a proper communication procedure and a proper follow up of movement of staff and vehicles
- Carries out regular checks on hibernation kits and order replacement stock through logistics function
- Carries out regular checks of the fire safety plan and implementation of all ACTED premises in country
- Support the Country Security Manager to prepare and update the Hibernation/Relocation/Evacuation plan SEC-27 for all ACTED bases
- Support the Country Security Manager to prepare and update contingency plans SEC-26 to anticipate any high risk security event
- Support the Country Security Manager to prepare and update security notices SEC-31 are up to date for each ACTED/REACH area of intervention and make sure all ACTED/REACH staff are fully aware and prepared.

3. Reporting

- Ensure Security TITANIC report is sent to Country Security Manager every month and then to HQ security department.
- Ensure that the Security Documents indentified above are shared with HQ security department for centralization and archiving.

**Required qualifications and technical competencies**

- Bachelor or Master Level education in Security studies or another relevant field such as International Relations
- Excellent analysis and synthesis skills
- 2-5 years previous work experience in a relevant position
- Proven capabilities in leadership and management required
- Excellent skills in written and spoken English
- Strong negotiation and interpersonal skills, and flexibility in cultural and organizational terms
- Ability to work well and punctually under pressure
- Previous experience in a difficult context

**Conditions**

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus

- Additional monthly living allowance
- Free food and lodging provided at the organisation’s guesthouse
- Transportation costs covered, including additional return ticket + luggage allowance
- Provision of medical, life, and repatriation insurance

**How to Apply**

Please send your application including cover letter, CV and references to jobs@acted.org under Ref: CSO/YEM