

Preliminary job information

Job Title	REGIONAL SAFETY AND SECURITY ADVISOR (RSSA)
Country and Base of posting	JORDAN, AMMAN
Reports to	REGIONAL COORDINATOR
Creation / Replacement	Replacement
Duration of Handover	NA
Duration of Mission	12 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 190 projects by 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 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

PUI is looking for an experienced Safety and Security Advisor to support PUI country missions in the Middle East.

The MERO opened in 2012 as a support office focusing mostly on PUI missions in development contexts. Given the recent 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

PUI's strategy/position in the area

With an already strong presence in the Middle East for more than 15 years, PUI has increased considerably its intervention in this Region with the occurring of the Syrian crisis. Currently the NGO is assisting Syrians in four different countries (Syria, Lebanon, Jordan and Iraq (KRG)), while in three countries it is carrying out emergency, recovery and development projects (Iraq, Occupied Palestinian Territory and Yemen).

In the Middle East PUI is currently implementing projects in all the sectors of expertise of the NGO: Food Security, Livelihoods, Health & Nutrition, Agriculture & Rural Development, Shelter & Rehabilitation, WASH, NFIs distribution, Education.

PUI strategy's 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 mission and current programs

Iraq

PUI has been working in Iraq since 1983. In the South, PUI 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, PUI started deploying a multi-sector emergency response in Health, and WaSH both in KRI and in Baghdad extended region targeting the affected displaced populations.

Jordan

Although the NGO is present in Jordan since 2004 with the back Office for Iraq and more recently with the regional Office, it has started its activities in Jordan in 2013 to provide support to the Syrian refugees and the vulnerable host community. PUI is currently

implementing protection, education, health and cash assistance programs. The long-term strategy is to remain in Jordan beyond the Syrian crisis, carrying out projects for rural or urban vulnerable communities.

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 (WASH, shelter, food security and livelihoods).

Currently the humanitarian assistance to the Syrian refugees is the bulk of PUI's intervention, in the sectors of food security & livelihoods, education, WASH NFIs distribution, shelter, health and protection. The areas of interventions are all Northern Lebanon, Beirut and Mount Lebanon, Saïda. With its three offices in the country, the Mission in Lebanon is currently the largest among PUI missions in the Middle East.

Syria

PUI is working inside Syria with expatriate and local staff since February 2008, conducting in the early stages mainly education projects targeting Iraqi refugees in the country. With the outbursts of the crisis in 2011, PUI changed its focus toward the resulting acute humanitarian needs. PUI intervenes in the following sectors: health, education, NFI distribution, access to water, sanitation and shelter. PUI operates in Damascus, Rural Damascus, Homs, Hama, Darra, Lattakia and Tartous governorates. Currently, two programs are ongoing wherein PUI is carrying shelter, education, livelihood and self-reliance, wash, health activities and NFI distribution. The support to the IDPs inside Syria is currently a top priority for PUI in the Middle East. PUI will expand its intervention to other government controlled areas such as Aleppo and Idleb once security conditions will allow it.

Occupied Palestinian Territory

PUI is present in the occupied Palestinian territory (oPt) since 2002, right after the start of the second intifada. To date, PUI has been implementing humanitarian and recovery projects in the Gaza Strip and in the West Bank and has successfully provided assistance to vulnerable communities through income generating projects (distribution of professional tool kits), food security and agriculture projects (emergency job creation, support to livestock farming and small-scale farmers) and water and sanitation projects (water network extension and chlorination, awareness campaigns). Since 2012, the mission is addressing protection issues both in the West Bank and Gaza Strip through a different range of projects (livelihood, wash, food security) and maintain an emergency and disaster response capacity.

Yemen

PUI is present in Yemen since 2007 aiming at improving the nutritional condition of the population living in Hodeidah Governorate. After an interruption of its activities due to the volatile security situation in June 2011, PUI has resumed the operations in July 2012 and extended its program to Raymah Governorate, also developing emergency projects for IDP. Currently, while keeping nutrition as the entry point for intervention, PUI proposes to cover the needs with an integrated approach based on the malnutrition framework, with a focus on food security, livelihoods, primary health care and wash. The coordination team based in Amman will soon be relocated in Yemen (End of 2016/Beg of 2017).

Configuration of the Organization in the Region

BUDGET 2016	APPROXIMATELY 32 MEUR
BASES	6 MISSIONS
NUMBER OF EXPATRIATES	Over 58
NUMBER OF NATIONAL STAFF	Over 700
NUMBER OF CURRENT PROJECTS	Over 38
MAIN PARTNERS	ECHO, EUROPEAID, UNHCR, UNICEF, OCHA, WFP, BPRM, OFDA, CFGB, CDC, AFD, CIAA, FDF
ACTIVITY SECTORS	Food Security, Livelihoods, Shelter & Rehabilitation, WASH, Health & Nutrition, NFIs distribution, Agriculture, Education, PSS
EXPATRIATE TEAM ON-SITE	Regional Office in Amman: 2 Technical Advisors, one part-time assistant. Jordan mission in Amman: Approximately 4 expatriate staff Yemen mission in Amman : Approximately 4 expatriate staff

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, security management technical support, safety and security guidance, and timely advisory information.

Additionally, the RSSA will also contribute substantially to the HQ on-going strategic working group on security aiming at defining PUI global security framework, policy, guidelines and tools. S/he will also, not before 2017, support the implementation and roll-out of the finalised policies and tools on the Middle-East missions (And others if need be)

Reporting to the MERCO (Middle East Regional Coordinator), the RSSA is based in Amman, but spends most of his/her time in mission in the different PUI countries.

The RSSA works closely with the Desk Managers and Logistics Department at HQ level, the Head of Missions and the Security Focal points on the field.

Tasks and responsibilities

- ▶ Supporting Field Security Management
- ▶ Designing and conducting Safety and Security training
- ▶ Producing Regional Context Analysis and Active Networking
- ▶ Contributing towards tackling apriority for the Direction of Operations for the years 2016 and 2017 : Full reshaping of PUI security management systems & tools ; roll-out and training of the ME missions.

Specific objectives and linked activities

1. Supporting Field Security Management

- ▶ Provides support to the missions in ensuring that all SMPs are in line with internal PUI Security Plan template and that all main components of the SMP are in file, according to the context.
- ▶ Provides support to the missions in establishing specific procedures to train the staff and enforce SMPs.
- ▶ Provides technical support, advice and feedback as each mission develops or revises Security Management Procedures (SMPs).
- ▶ Conduct or support the missions in specific area security assessment (opening of new areas, shifting from remote control to semi or no remote, etc...)
- ▶ Conducts field security assessments examining security management issues related to staff, assets, offices, residences, field sites, projects and partnerships, and compile reports with findings and recommendations.
- ▶ Visits the country missions regularly and/or according to the needs to monitor security preparedness and security management. Provides a follow-up report with clear findings and actionable recommendations after each visit.

2. Designing and Conducting Safety & Security Training

- ▶ Based on missions' requests, delivers a security training program that reaches a maximum number of national and international staff. Keep 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.
- ▶ Assists in recruitment, selection and orientation processes for international and national security staff.

3. Producing Regional Context Analysis and Active Networking

- ▶ Provides credible information and contextual analysis of regional security situations and incidents along with appropriate advice to heads of mission through a monthly report or on specific demand.
- ▶ 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.

4. Contributing to the full reshaping of PUI security management systems & tools ; roll-out and training of the ME missions.

- Upon request from the person in charge at HQ, to share information, exchange on tools, frameworks, benchmarks from other INGOs and discussion to support him/her on the strategic exercise of reshaping the system
- In 2017, participate to the roll-out in several countries including advice, technical support, trainings and report writing.

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"> ▶
PROFESSIONAL EXPERIENCE	<ul style="list-style-type: none"> ▶ Humanitarian <ul style="list-style-type: none"> ▶ Experience in the humanitarian context in highly insecure environments (min. 5 years) ▶ International <ul style="list-style-type: none"> ▶ Previous experience with NGOs and/or military, peacekeeping ▶ Previous experience in the region ▶ Technical <ul style="list-style-type: none"> ▶ Previous experience as security officer / adviser ▶ Knowledge of principles and current approaches to permissive/acceptance models of security management 	<ul style="list-style-type: none"> ▶ Experience in multi-sector programmes in various humanitarian contexts ▶ Experienced trainer ▶ Previous experience in global coordination / operational background

	<ul style="list-style-type: none"> ▶ Expertise in designing security management plans, risk assessment table and mitigation measures, security training plan. 	
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▶ Good writing skills ▶ Advanced knowledge of the humanitarian context 	<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) 	Fluent	<ul style="list-style-type: none"> ▶ French and Arabic strong assets
SOFTWARE		
<ul style="list-style-type: none"> ▶ Pack Office ▶ Other (to be specified) 	Proficient	
Required Personal Characteristics		
<p>Mandatory :</p> <ul style="list-style-type: none"> ▶ Context analytical skills and capacity to provide strategic advices. ▶ Capacity to handle high levels of insecurity on the field ▶ 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 <p>Appreciated:</p> <ul style="list-style-type: none"> ▶ Ability in representation tasks 		
Other		
<ul style="list-style-type: none"> ▶ Willingness to travel (approx. 80% of time) 		

Proposed terms

Status

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

Compensation

- ▶ **MONTHLY GROSS INCOME:** from 1 980 up to 2 310 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** in collective accommodation
- ▶ **DAILY LIVING EXPENSES** « Per diem »
- ▶ **BREAK POLICY** : 5 working days at 3 (for a mission longer than 5 months) and 9 months
- ▶ **PAID LEAVES POLICY** : 5 weeks of paid leaves per year + return ticket every 6 months