

Job Description

Position	Regional Security Adviser	Grade	F
Department & Location	Regional Office: RESA	Date	August 2015
Reports to (position):	Deputy Regional Director (Operations) – direct (operationally) Global Head of Security – indirect (technically)		
Purpose:	<p>Working in 50 developing countries across Africa, Asia and the Americas, Plan's stated Global Strategic Goal (2011-15) is to reach as many children as possible, particularly those who are excluded or marginalised, with high-quality programmes that deliver long-lasting benefits. Plan aims to achieve this goal by working in partnership with others and through high performing teams whose behaviours reflect the corporate values. It has a global income of around \$800m.</p> <p>The Regional Security Adviser will oversee, contribute towards, promote and implement the global security strategy, policies and guidelines in conjunction with (and in consideration of) Plan's Global Security Policy, Security Standards and Security Plans for all the Region's Offices and other designated entities (includes RO, COs, NOs and FCNO). The Regional Security Adviser proactively provides advice, support, instruction and training to all Plan offices in the region on security issues and is the technical supervisor of all security appointments within the region.</p>		
Overall minimum requirements	<ol style="list-style-type: none"> 1. Provides an objective overview of security trends and issues across the region, which is not influenced or muddled by vested interests, office politics or unclear, complex accountability and reporting lines. 2. Maintains an appropriate level of independence to intervene in situations where CO level security management needs support, goes off track, and being available to deploy rapidly when necessary. 3. Ensures that the responsibilities and deliverables of the role are feasible/achievable. 4. Possession of the necessary skills, experience and attributes to foster a security culture and maintain the active engagement and respect of peers, technical subordinates, and management. 		

Dimensions of Role:

- Provides regular objective contextual and compliance reports and other security intelligence to the senior regional management

- Manages the regional budget for security operations/program assistance to countries within the region in collaboration with other Plan regional colleagues.
- Mentors and builds capacity of all full time country security appointments and all country Security Focal Points (SFPs) throughout the region directly/through their line managers/Country Directors (CDs).
- Ensures efficient communication lines are established and maintained between all country security appointments and/or CDs, especially in emergency situations.
- Supports the Identification of and the mitigation of potential Security risks to staff, assets and operational/program security.
- Monitors & supports Country Offices compliance with global and/or regional security, policy, procedures and guidelines.
- Provides analysis of security related issues and data and their implications to Plan Regionally.
- Effectively represents Plan Regionally on matters relating to Security and assists countries to develop effective security networks & responses relevant to their context.
- Responsible for rolling out any global security initiatives or standards within the region and to be an effective liaison point for the global Head of Security and other Regional Security Advisers.
- Carry out security assessments prior to Plan opening operations in a new country in the region.

Supervisory responsibilities:

- Is the technical supervisor of all security appointments, including emergency roster security deployments within the region and provides consistent guidance based on current security policy and procedures to ensure uniformity of practice across all countries
- Oversee the maintenance and development of the regional security intranet security workspace and ensure regular current data is available for upload to PlaNET
- Maintain records of security-related training programmes across the region to ensure and oversee regional staff security training needs are being planned for and achieved
- Provides security advice and support to National Offices & other Plan entities within the regions geographical longitudinal segments

Key End Results and Typical Responsibilities:

- **Regional Context Analysis (and early warning):**
 - Provide contextual analysis of localised and regional security situations and incidents along with appropriate advice to regional and country management based on credible information.
 - Understand the salient issues for the country teams within the region and update both country and regional management, as the contexts dictate, as part of a regional early warning system.

- **Liaison and Networking:**
 - Monitor and provide support/reporting on government/UN/NGO field security initiatives as required.
 - Identify, create and maintain a security network with INGO/UN and other security specialists in the region and assist countries to do the same.
 - In consultation with the global Head of Security, liaise with other NGOs, the UN, government departments, donors and others in regard to security.
- Participate in the Region's E-ROMT and liaise with operations team to provide feedback appropriate to the the Region's security needs

- **Security Management Planning:**
 - Assure that each country has at least basic and current MOSS and support the development and maintenance of comprehensive Country Security Plans and that each is reviewed at least once every 12 months.
 - Follow International Headquarters (IH) security management planning guidance for field security plans to assure thoroughness and consistency throughout Plan structures.
 - Provide written feedback to all Plan offices/entities as they develop and/or revise their security procedures.
 - Request and ensure appropriate revisions when there is a significant change in the security environment either nationally, regionally or globally.
 - Assist the Regional Administrator to manage the regional Security Risk Register and follow up on the implementation of required actions to mitigate any risks.

- **Security Risk Assessments:**
 - Oversee and or conduct and validate field security risk assessments, directly or through CO Security appointments, examining Plan's procedures, resources, assets, compounds, international residences, field sites and projects and submit mitigation recommendations as appropriate.
- When approved, monitor the implementation of same.

- **Security Orientation & Training:**
 - Monitor compliance related to all MOSS requirements related to staff/visitor/contractors travel and security briefings
 - Monitor procedures are in place at CO level to assure that each new employee – international and/or national – receives a Security briefing including personal security and reference to relevant MOSS.
 - Develop external professional accreditation for full-time Security personnel within the region.
 - Develop directly, and help countries to produce/procure, security training and briefing tools to ensure compliance with Plan MOSS and the maintenance of security best practices.
 - Host and physically deliver a security training programme once annually (principally training in Plan's security policy, procedures & risk assessment processes) that has the potential to reach the maximum number of national and international staff across the region.

- Working closely with HR oversee the development of records of staff security training and liaising with CO teams to ensure adequate planning and provision is made to meet this MOSS requirement reporting at/and international at least quarterly on said training to regional and global management.
 - Assist country/national offices in arranging security training workshops.
 - Monitor training is up-to-date in 'Hot Spot' countries and countries with fluctuating security phase levels
 - Co-host with at least one other Plan regional security colleague to provide security training in their region, preferably on a *quid pro quo* basis.
- **Advisory & Monitoring Services:**
 - Act as lead and monitor/be consulted/included in all communications from the region related to security incidents and planning.
 - Provide timely feedback to questions raised from the field/any country and develop/maintain a database of security incidents with the active assistance of country security appointments/management.
 - Make regular visits annually (or as needed) to all countries in the region to monitor security preparedness and field training. Provide a follow-up report with clear recommendations after each visit.
 - Generate activity reports on security, including database analyses, new threats, responses and vulnerabilities and any relevant lessons learned from security and safety incidents. Provide timely, concise and clearly articulated quarterly security management compliance reports to RO & IH senior management
- **Contingency Planning and Crisis Management:**
 - Provide security input into developing contingency plan for RO
 - As required, respond to, support and advise the Regional Director (RD) and CDs during security/safety or humanitarian emergencies, serving on a Senior Management Crisis Team.
 - Assist country entities to develop and test contingency plans and systems
 - Oversee and manage the security incident reporting criteria in line with Global Policy & procedures.
 - Ensure Gender and Child Protection (CP) are integrated in all Security related programming.
 - Fulfil Plan's CP policy requirement professionally and technically.
 - Be prepared to perform other emergency duties that may be assigned from time to time.
 - Responsible for ensuring there is understanding at CO and RO level of Security section of Plan's Disaster Manual and that the procedures outlined therein are adhered to in the event of a disaster
- **Indicators for Success**
 - Ensures that the Region is well prepared to deal with security crises and develop mechanisms to test and provide assurance on this.
 - Plan is invited to take part in crucial security meetings at national and regional level.

- Internal and external security and safety is improved and measurable.
- All staff are aware Plan's global security policy & procedures and have access to global and local guidelines to ensure they feel confident in performing their duties.

Dealing with Problems:

- Although essentially an advisory role when necessary intervenes with authority to ensure policy compliance in consultation with the DRD Ops and Head of Global Security
- The position requires in depth knowledge of organisational strategies and contributes to its fulfilment by supporting Plan offices to both understand their roles and implement Security activities in accordance with organisational goals and requirements.
- Supports and maintains the Global Security Strategy that promotes Plan's Global Security Policy and reflects regional and country priorities through the provision of technical support to regional and country staff.
- Manages the harmonisation of regional security operations, plans and implementation in the concerned countries to ensure that best practices and standards are adhered to.
- The position requires innovation, flexibility and reliability to provide creative solutions to challenges arising in relation to security mainstreaming activities to promote a positive security culture throughout the region.
- Ability to gain a precise understanding of various local, regional, country and international policies, operational positions and interactions, provide clear dynamic briefings and analysis of given and unfolding security and political situations when they occur.

Communications and Working Relationships:

Internal:

- Maintains regular contact with country SFPs/CDs, and/or their designates to provide support and guidance.
- Ensures frequent contact and engagement with Plan's global security team and Head of Global Security taking responsibility for the development and roll out of agreed strategies, procedures and other jointly owned objectives within the global security team
- Offer technical support and guidance for the understanding and implementation of quality and sustainable Security programs and to remain updated on organisational security issues at all times.
- Regular contact with the Deputy Regional Director (Operations) for leadership support in the delivery of the role.
- There is medium contact with national, regional and IH program team members and other external stakeholders to develop and implement programs to support the fulfilment of Plan's Security strategy.

- There is medium to high contact with other staff in the Regional Office to foster understanding and support in the delivery of the organisation's business goals, particularly the Regional Administrator (Risk), People and Culture (Health and Safety – H&S) and Disaster Risk Management (DRM).

External:

- There is medium to high contact with security networks and security intelligence reports nationally/regionally/internationally (United Nations/Asia Crisis Security Group/Paladin, Security Institute, STRATFOR, Maplecroft, Exclusive Analysis, Security Management Institute, South Asia Terrorism Portal, etc) for effective collaboration and representation of Plan's interests.

Knowledge, Skills and Behaviours Required to Achieve Role's Objectives:

Knowledge

- Demonstrable knowledge and practical work experience, preferably with non-profit or NGO within international humanitarian assistance programs, with proven capabilities in planning, organising and executing security operations in the field between of 7-10 years; 5 of which should be work at regional level.
- In depth knowledge or work experience in post-conflict and/or complex emergency environment.
- Deep and clear understanding of humanitarian principles, codes of conduct and ideally, specific sub-sector work: protection, health, shelter, linked to INGO field operations contexts.
- Good understanding and experience in neutrality in local conflicts and conflicting parties - interaction with all parties and maintaining a position of (humanitarian) neutrality is a necessity of the role.
- Police/military experience within peace-keeping settings will be an added advantage.
- In depth knowledge in Security, Social Sciences, International Development or related fields.
- Demonstrable experience in security report writing and analysis (sample will be requested)
- Demonstrable practical experience in security management, training or analysis role in a relevant organisational setting.
- Advanced level knowledge of communications technology, including VHF, HF radio systems, satellite communications, cell phone mediums, etc.

Skills

- Demonstrated ability in time management and organisation skills relevant to a senior manager position.
- Excellent interpersonal skills and the ability to work effectively with diverse teams.
- Proven ability to be flexible and work well under pressure in fast-paced team environments.

- Excellent negotiation skills (with senior level management and/or governmental authorities).
- Good training skills – the ability to develop, implement, facilitate and impart learning to a wide range of audiences.
- Proficient in Microsoft applications and use of relevant software and other applications, e.g. database, internet and management information system.
- Proven ability to communicate in a timely and efficient manner appropriate to the audience that stimulates motivation among many different actors.
- Strong team working skills to lead and motivate people to work in teams at the regional level that currently includes 18 different countries.
- Influencing and persuading to meet organisational requirements and achieve results.
- Excellent communication skills in English, both written and verbal and able to convey complex matters in easy to understand terms and the ability to pursued and influence behaviour change

Behaviours:

- Proactive in problem solving and seeking solutions
- A self starter who acts with honesty and integrity in all matters, leading by example.
- Understands Plan's needs and behaves strategically to lead the processes and practices that support achievement of organisational objectives.
- A team player who develops, motivates, coaches and promotes high performance by Security staff and collaborators.
- Organisational awareness – understanding how to get what information and who to keep informed.
- Develops, gives and receives feedback to/from all involved with passion and enthusiasm.
- Seeks to add greater value by being seen as a source of expertise in their field of expertise and is proactive in sharing knowledge and advice.
- Open to feedback and willing to try new approaches and processes.
- Positive, learning attitude, flexibility to adapt practices to the local context.
- Involves and listens to others to ensure strengthening relationships, both internally and externally.

Physical Environment and Demands:

The employee will be based in the Regional Office in a typical office environment with frequent travels within the region and globally including visits to rural communities. Willingness to travel at short notice with limited possessions, to be deployed during emergencies and/or stay and work in difficult areas (including insecure or violent environments and/or with limited access to basic facilities etc.) as required.

Please attach an organisation chart of your department:

