



## Job Description

<b>POSITION TITLE:</b> Security Officer (For Sukkur) <b>HQ DEPARTMENT or COUNTRY PROGRAM:</b> Pakistan <b>RESPONSIBLE TO:</b> Security Coordinator <b>STATUS (Full time, Part time, Temporary):</b> Contractual <b>SUPERVISORY CAPACITY:</b> None	<b>DATE:</b> January 11, 2011 <b>GRADE:</b> <b>EEO Code:</b> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
---	---

**DEPARTMENT/COUNTRY PROGRAM DESCRIPTION/MISSION**

American Refugee Committee (ARC) International has been working in Pakistan since 2002 providing primary and comprehensive reproductive health and Gender Based Violence (GBV) services to Afghan refugees in Balochistan and in district Swat in KPK, primary and comprehensive reproductive health services, Community Development, shelter reconstruction, Livelihood support program and Water and Sanitation in earthquake affected areas. Since 2002, ARC has worked in refugee camps near the western city of Quetta, focusing on providing health care and training members of the community in basic health services. After the massive earthquake of October, 2005, ARC began operating in the northern part of the country, providing emergency health care, supplies, shelter and food aid. Today, ARC is helping disaster survivors in the north and south of Pakistan to recover from the massive 2010 monsoon flooding that affected more than 20 million people.

**PRIMARY PURPOSE OF THE POSITION**

To look after the safety, security and protection of the project staff in Sukkur and other parts of Sindh and to have a better coordination between Country Office and field locations security—To be based in Sukkur.

<b>MAJOR AREAS OF ACCOUNTABILITY</b>	<b>% OF TIME</b>
<b>PRIMARY DUTIES/RESPONSIBILITIES</b>	
<ul style="list-style-type: none"> <li>• To assist the Security Coordinator in the planning, implementation and monitoring of safety &amp; security management.</li> <li>• To ensure safety, security and protection of staff, appropriately addressed within Pakistan, particularly in insecure complex humanitarian environments.</li> <li>• To minimize personal and operational risk to programs.</li> <li>• Participate in and provide guidance / assistance to the Security Managers in carrying out Risk Assessments as well as Technical Security Assessments for any and all field offices.</li> <li>• Work together with the Security Coordinator on developing and reviewing appropriate Security and Evacuation and Contingency Plans.</li> <li>• Ensure the implementation of the minimum Security Management Guidelines established.</li> <li>• Organize, implement and follow-up on the promotion of Security Awareness among national and international staff.</li> <li>• Provide advice on the security-training plan and implement, providing training to national and international staff including but not limited to:</li> <li>• Personal and corporate security as per Security Guidelines and policies.               <ul style="list-style-type: none"> <li>Conducting risk assessments</li> <li>Establishing early warning system</li> <li>Emergency evacuation planning</li> <li>Hibernation strategies.</li> </ul> </li> <li>• Where appropriate attend UN security meetings and Security meetings for the region.</li> <li>• Advise the Security Managers on necessary action points during times of increased security risk / tension.</li> <li>• Contact and work closely with the Country (Crisis) Management Team in situations of increased security risk.</li> <li>• Due to nature of organization's activities, above mentioned tasks are indicative only and are subject to change. Others/additional tasks may be delegated to meet organization's objectives.</li> <li>• As needed, you will be expected to carry out field visits on a regular basis.</li> <li>• Training and building capacity of staff working under his supervision.</li> <li>• Provide a visible onsite security presence</li> <li>• Complete report book and all relevant paperwork</li> <li>• Communicate any incidents to senior management</li> <li>• Completing fire and health and safety checks</li> </ul>	

- Supervising security staff in proper implementation of safety and security controls & measures
- Identify the security equipment needed in the Regional/local Offices.
- Conduct security evaluation and assessments and provides advice on security measures for the staff and residences.
- Maintains liaison with other NGOs security focal person, in order to ensure the effective and efficient flow of information.
- Supports actions during the implementation of the Security Plans, as required
- Communicates information on security to the UNDSS staff and other local and INGOs.
- Assists in reporting security incidents affecting ARC personnel, offices and assets.
- Assists in maintaining the ARC Security Plans
- Prepare a daily and weekly security report and forward it to security manager.

### **EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED**

- University degree in Social Sciences, Law, Security Management or equivalent qualification in a related field
- Proven security management skills, with emphasis on the unique security requirements of humanitarian aid work.
- Have a minimum of 2 years of NGO/INGO, UN field (operations) experience and at least 10 years of field Security/Military/Police experience.
- Graduate, preferably ex - forces personnel.
- Good interpersonal and communication skills
- Strong supervisory skills including excellent oral and written communication skills and good human relation skills
- Working knowledge of MS Office (Word & Excel)
- Preferred 5-7 years experience in security, preferably in the military or police context or related field of work. Prior experience with the UN system or any international NGO is desirable
- Highly energetic & Motivating Team Player
- Must be able to travel to the field area frequently.

### **KEY BEHAVIORS & ABILITIES**

Have a broad understanding of regional security issues.  
 An excellent command of English/Urdu written and spoken, Spoken Sindhi is desirable for Sindh.  
 Implementation and management of security policy, procedure and infrastructure within complex high risk or hostile environments  
 Good Team player  
 Willingness to multi-task  
 Sees problems as opportunities.  
 Solution seeking flexible and ability to adapt.  
 Able to take independent action when required.  
 Ability to work effectively under pressure.  
 Values diversity and is committed to people capacity growth.  
 Excellent net worker.