

## Vacancy Announcement

<b>Position</b>	<b>Security Officer</b>	<b>Starting date</b>	ASAP
<b>Location</b>	Paris 9th arr. (HQ), France	<b>Type of contract</b>	CDI (French Open End contract)
<b>Contract duration</b>	Open End	<b>Security risk level</b>	Calm (1/4)

## About Acted

For the past 30 years, Acted has been working at the forefront of humanitarian action to save lives. Acted supports more than 27 million people in 43 countries, meeting their needs in hard-to-reach areas, while pursuing a triple mandate as a humanitarian, environmental, and development actor. Acted relies on a deep understanding of local contexts to develop and implement long-term actions, in collaboration with a wide range of local and international partners, to collectively build a 3ZERO world: Zero Exclusion, Zero Carbon and Zero Poverty.

## Position's context and key challenges

Acted's head office was set up in Paris in 2000 in order to coordinate the organisation's activities on a global scale. Today, the head office employs 110 people in the HR, Finance, Programmes, Audit, Security, Logistics & Systems and Communications departments. These departments support the 42 Country Directorates. The head office also acts as a focal point for Acted's management, namely the Chief Executive Officer, the Director of Development and the fifteen members of the Board of Directors.

## Key roles and responsibilities

The HQ Security & Safety Officer will be in charge of :

- Supporting ACTED mission in the Implementation of security & safety policy, global manual and procedures to ensure a safe and secure environment for ACTED staff, assets, program and reputation
- Supporting security department in the application and compliance of in country MOSS
- Supporting Country security managers and security focal point of all day-to-day security and safety operations
- Conducting in country security audit and staff training
- Contributing towards risk analysis in conjunction with both country and HQ focal points

### 1. **Contribute to the implementation of ACTED security strategy**

- Contribute with compliance to the ACTED global Security & Safety manual
- Ensure the quality and timely submission of Country Security Plans (SEC-01) and annexes (SEC-10, SEC-11, SEC-16, SEC-25, SEC-26) for all ACTED field missions.

### 2. **Risk management**

- Review countries risk mitigation measures: SOP, MOSS self-assessment (SEC-06), Countries security training plan (SEC-07), action plan (SEC-08) and country security funding plan (SEC-08A)
- Identify and inform Safety and Security Deputy Director of any deficiencies or failings to apply adequate risk mitigation measures.
- Provide technical advice on protection of premises, movement and communication

### 3. Contingency preparation

- Review country/area security Hibernation, Relocation, Evacuation Plan (SEC-25) and contingency plans (SEC-26 ); suggest amendments and modification as appropriate
- Ensure the regular testing of contingency plans

### 4. Field security audit

- Conduct security audit to assess the mission MOSS compliance
- Assist of the development of the training plan (SEC-07), action plan (SEC-08) and country security funding plan (SEC-08A)
- Provide recommendations and capitalize lessons learns to improve the mission security management

### 5. Training

- Support capacity building of national security teams, specifically with risk mitigation measures
- Support the development and delivery of ACTED's global security training, including the provision of assistance during pre-deployment training.

## Required qualifications and technical competencies

- Information Technology - the use of IT in the conduct of the role, including but not limited to the production of PPT briefings, the intelligent use of a filing structure and general use of office products
- Analysis - the ability to take and synthase large amounts of information to allow for the intelligent interrogation of the various field level inputs (CSP / TITANIC)
- Delivery - the ability to deliver / impart knowledge to both internal and external stakeholders via verbal, visual and written briefings, this can include SIR reports, training support and pre-deployment briefings

## Conditions

- Salary between 2200€ and 2400€ monthly (before income tax), depending on the level of education & expertise.
- Food vouchers ("tickets restaurant") when in HQ, 50% coverage of Paris transportation costs (Navigo Pass).

## How to Apply

Please send your application (cover letter + resume) to [jobs@acted.org](mailto:jobs@acted.org) under **Ref: SECUO/HQ**