GENERIC JOB PROFILE

I. Post Information

Job Title: **Security Manager** Supervisor Title/ Level: **Representative (D2)** Organizational Unit: **Security/Operations** Post Location**: Addis Ababa, Ethiopia Country Office**	Job Level: **Level 4** Job Profile No.: CCOG Code: **1A03d** Functional Code: **SEC** Job Classification Level: **Level 4**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context: The Security Manager GJP at level 4 is to be used in a UNICEF Country Office (CO) and reports to the Representative.

Purpose for the job: The Security Manager reports to the Representative and maintains a

direct technical reporting line with the Regional Security Adviser (RSA) (Matrix Management). The Security Manager is responsible for advising the Representative and Country Office management on their security duties and responsibilities in accordance with the UN and the UNICEF Security Framework of Accountability. The Security Manager contributes to the UNICEF mandate and security strategy through the effective implementation of a strong security risk management process. The Security Manager manages, on behalf of the Representative, all security activities in support of the country.

The Security Manager implements and manages security activities at the duty station in close coordination with all members of the UN Security Management System (UNSMS) including the UN Department of Safety and Security and UN Agencies, Funds, Programmes and Organizations (AFPO) as well as INGO partners in line with the Saving Lives Together policy. As a member of the UN Security Cell, s/he contributes to the development of assessments, procedures and guidelines including Security Risk Management (SRMs), Country Security Risk Management Measures (SRM-M) and the relevant Security Plan(s).

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Security Risk Management and Planning**
2. **Security Services**
3. **Programmatic Security Information and Analysis**
4. **Security Networking and Partnerships**
5. **Security Compliance Monitoring**
6. **Innovation, Knowledge Management and Capacity Building**

1. **Security Risk Management and Planning**

- Advise the Representative in the execution of her/his duties with regards to the security of UNICEF personnel and eligible family members, premises, and in accordance with UN and UNICEF Security Management Systems.
- Assist CO Representative and Heads of Offices, as appropriate, to review Security Risk Management processes (SRMs) and undertake specific or ad-hoc Security Risk Management processes as required; work closely with UNDSS C/SAs and other agency security professionals to ensure security documents are gender and disability inclusive.
- Assists the UN Department of Safety and Security (UNDSS) as appropriate and participates as a member of the Security Cell established by UNDSS. Attends as an observer, all SMT/ASMT meetings.
- Through the Security Cell, provides advice and recommendations on all Security Documentation, including SRMs and Security Plans, and manages the implementation of SRM-Measures, Residential Security Measures (RSM), provisions of the relevant Security Plans and other relevant policies, guidelines, and

assessments within UNICEF.

- Prepares, maintains, and updates UNICEF security documentation including security contingency plans and provides the Representative, the RSA and the Office of the Security Coordination (OSC) with mandatory reports in accordance with UNICEF security reporting guidelines. This includes the monitoring/reporting on security compliance and the submission of all Security Incident Reports (SIRs).

2. Security Services

- Monitors the security situation and provides independent and comprehensive analysis with the goal of identifying trends and predicting the specific conditions that would impact on the security of UNICEF personnel and eligible family members, premises, assets and programmes to inform decision making.
- Supervises, evaluates, and reviews security activities in support of UNICEF operations and participates, coordinates and/or undertakes security risk management processes for all locations where UNICEF personnel and eligible family members are present.
- Ensures that UNICEF personnel are kept informed of matters affecting their security and the actions to take in the event of an emergency including those identified in the area Security Plans as it relates to UNICEF.
- Oversees the establishment of an effective and functioning communications system for security management within UNICEF that is fully integrated into the UN Emergency Communications System.
- Coordinates with UNDSS to ensure all UNICEF personnel undertake all mandatory security training/briefings and participate in all security related contingency exercises.
- Develop and conduct security training for UNICEF personnel as required.
- Ensures security surveys of international personnel residences are completed in accordance with the Residential Security Measures (RSM).
- Provide technical oversight for UNICEF contracted security providers such as guards service.
- Supervise and mentor UNICEF Security professionals in the country
- Oversee the recruitment of additional UNICEF Security personnel, if required.

3. Programmatic Security Information and Analysis

- Provides analysis to understand security dynamics. Ensure the analysis addresses environmental, socio-economic and political factors that make geographical areas difficult to access and have an impact on the delivery of UNICEF programmes.
- Works closely with the UNICEF personnel in country to ensure security considerations are mainstreamed into programmes, and integrate all relevant analysis and security measures into the planning and implementation of UNICEF activities.
- Support UNICEF management in the development and implementation of access strategies, preparedness plans, and programme contingency plans as required.

4. Security Networking and Partnership Building

- Establishes contact and maintains networks with UNSMS, I/NGO, diplomatic, and international community security advisors and relevant local authorities as appropriate.
- Collaborate and coordinate with UNDSS and the Security Cell to enable UNICEF activities.
- Ensures that security collaboration with NGOs working as UNICEF implementing partners is undertaken, in coordination with UNDSS, and consistent with the SLT framework.

5. **Security Compliance Monitoring**

- Monitor that the Country Offices complies with and periodically exercise security procedures/protocols and guidelines including: Security Risk Management Measures (SRM-M) and UNICEF's Global Security Compliance platform.
- Review proposals for country and area Security Risk Management measures (SRM-M), Residential Security Measures (RSMs), Local cost shared security budget (LCCSB), and other relevant security documents and provide advice when warranted.

6. **Innovation, Knowledge Management and Capacity Building**

- Introduces technological innovations and approaches to security procedures and systems.
- Institutionalizes and shares best practices and knowledge learned.
- Organizes, plans and/or implements capacity building initiatives to enhance the competencies of clients/stakeholders on security related preparedness and operations.
- Provide briefings and presentations to UNICEF senior managers with security responsibilities on current and new UN security policies, guidelines and tools;
- Ensure training provided is gender and disability inclusive

IV. Impact of Results

The advice and effective decision making and planning required in complex security environments, which often involve highly stressful situations, will directly impact on the security of personnel, their eligible family members as well as organizational premises, assets and resources

V. UNICEF values and competency Required **(based on the updated Framework)**

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies
Client Orientation
Networking
Problem Solving
Critical Thinking
Proactive/Innovation
"Soft Skills" – Mediation, Building Trust, Influencing, Building Relationships
Leadership – Managerial, Mentoring
Communication

VI. Recruitment Qualifications

Education:	An advanced university degree is required in a discipline related to Security Risk Management, International Relations, Conflict Analysis, Intelligence Analysis, Diplomatic Studies, Conflict and Security or Counter Terrorism. A first-level university degree in a relevant field, in combination with ten years of qualifying experience, may be accepted in lieu of the advanced university degree.
Experience:	A minimum of eight years of professional experience in security risk management in an international context is

	required. Demonstrated international security management experience in emergency and/or conflict contexts and understanding of the United Nations Security Management System are required. Developing country work experience and/or familiarity with emergency is considered an asset.
Language Requirements:	Fluency in English is required. Fluency in another UN language may also be required based upon duty station. Knowledge of another official UN language or a local language of the duty station is an asset.