

**Terms of Reference**  
**Security Specialist, P-3, Temporary Appointment (364 days)**  
**Bahir Dar, Ethiopia**

**Summary**

<b>Title</b>	Security Specialist
<b>Purpose</b>	<p>The Security Specialist is responsible for advising the UNICEF Chief of Field Office (CFO) on his/her security duties and responsibilities in accordance with UN and UNICEF Security Management Systems. The Security Specialist contributes to the UNICEF mandate through effective security risk analysis, advice, and relevant mitigation. The Security Specialist manages, on behalf of the Security Manager, all security activities in the specified area of responsibility which will predominantly be the Amhara Region of Ethiopia but may extend to other regions as required.</p> <p>The Security Specialist implements and manages security activities at the duty station in close coordination with the CFO, all members of the UN Security Management System (UNSMS) including the UN Department of Safety and Security (UNDSS) as well as NGO partners in line with the Saving Lives Together (SLT) policy. As a member of the UN Area Security Cell, contributes to the development of assessments, procedures and guidelines including Security Risk Assessments (SRAs), Security Risk Management (SRM) Standards, and the Area specific Security Plan specific to Amhara Region.</p>
<b>Post Category</b>	P-3
<b>Location</b>	Bahir Dar, Ethiopia
<b>Contract type</b>	Temporary Appointment
<b>Duration</b>	364 days
<b>Reporting to</b>	Chief Field Office (Primary), Security Manager (Secondary/Technical)

**Background and Strategic Context**

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. 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. Therefore, 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.

**Summary of Key Functions and Accountabilities**

**1. Security Risk Management and Planning**

- Advise the Chief of Field Office in the execution of his/her duties with regards to the security of UNICEF personnel and eligible family members, premises, and in accordance with UN and UNICEF Security Management Systems. Attend as an observer, all ASMT meetings, assist the UN Department

of Safety and Security (UNDSS) as appropriate and participate as a member of the area security coordination cell established by UNDSS.

- Provide advice on technical security requirements contained in the UN Security Plan, the Security Risk Management (SRM) Measures, Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments and monitor their implementation. Provide technical oversight for contracted security providers.
- Prepare, maintain, and update UNICEF security documentation including security contingency plans and provide, the Chief of Field Office and the Security Manager 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**

- Monitor the security situation and provide independent and comprehensive security analysis with the goal of identifying trends and predicting the specific conditions that would impact on the security of UNICEF personnel, eligible family members, premises assets and resources.
- Implement security activities in support of UNICEF operations and participate, coordinate and/or undertake security risk management for all locations where UNICEF personnel and eligible family members are present.
- Ensure 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 UN Security Plan as it relates to UNICEF. Ensure there is an effective and functioning communications system for security management within UNICEF that this is fully integrated into the UN Emergency Communications System.
- Conduct security surveys of international personnel residences in accordance with the Residential Security Measures (RSM).

## **3. Programmatic Security Information Analysis and Support**

- Collect information, provide specific analysis, advice, and support to programme planning and implementation.
- Conduct analysis to fully understand the issues that have an impact on the delivery of UNICEF programmes particularly in areas deemed security compromised. Work closely with the UNICEF programme and communication personnel in country to integrate all relevant analysis into the planning and implementation of all country programmes.
- Support in planning of programme missions to ensure the safety of mission teams and safe delivery on programmes including coordination with UNDSS in the engagement of parties in conflict and deconfliction.
- Accompany programme teams on missions to hard-to-reach areas as and high-profile missions to Amhara Region with the support of the national Field Security Associate to provide first-line security support for the safety and security of the missions.

## **4. Security Networking and Partnership Building**

- Establish contact and maintain networks with all UNSMS/NGOs security advisors and relevant local authorities as appropriate. Ensure that security collaboration with NGOs working as UNICEF implementing partners is undertaken, in coordination with UNDSS, and using the SLT policies as a framework.

## **5. Innovation, knowledge management and capacity building**

- Introduce technological innovations and approaches to security procedures and systems.
- Institutionalize and share best practices and knowledge learned.
- Organize, plan and/or implement capacity building initiatives to enhance the competencies of clients/stakeholders on security related preparedness and operations.

- In coordinate with UNDSS, provide security briefings to the CFO, visitors and UNICEF staff and ensure all staff undertake mandatory security trainings i.e., Area Security Plan briefing, BSAFE, SSAFE, WSAT, SMT training).

**Minimum Qualifications and Competencies:**

**Education:** An Advanced University Degree preferably in Risk Management, International Relations, Cultural Anthropology, Conflict Analysis, Intelligence Analysis, Diplomatic Studies, Conflict and Security or Counter Terrorism.

**Experience:**

- A minimum of five years (5 years) of professional experience in global security risk management and/or security analysis is required.
- Demonstrated international security management experience and understanding of the United Nations Security Management System is highly desirable.
- Knowledge and experience in security support to humanitarian engagement with Armed Non-State Actors (ANSA) for access, programme or activity.

**Language Requirements:**

- Fluency in English is required. Knowledge of another official UN language (French, Spanish, Arabic, or Russian) or the local language is an asset.

**Core Values:**

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

**Core Competencies:**

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)
- Nurtures, Leads and Manages People (1)

	Prepared by	Reviewed by HR	Approved by Chief of Field Operations
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<b>Title</b>	Security Manager	Chief, Human Resources	Chief of Field Operations
<b>Signature</b>			
<b>Date</b>	12 Sep 24	12 Sep 2024	13 Sept 2024