



## UNITED NATIONS CHILDREN'S FUND (Generic) JOB PROFILE

### I. Post Information

Job Title: **Security Manager**  
Supervisor Title/ Level: **R Representative, D2, # 1415**  
Organizational Unit: **Security, Office of Representative**  
Post Location: Yangon (temporarily outposted to Bangkok) Myanmar **Country Office**

Job Level: **Level 4**  
Job Profile No.: MAM23004  
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. 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 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 matrix reporting line to the Regional Security Adviser (EAPRO). Specifically, the Security Manager is responsible for advising Senior Management on their security and humanitarian access duties and responsibilities in accordance with the United Nations Security Management System (UNSMS) *Security Policy Manual*, the UNSMS Framework of Accountability for Security, and the UNICEF Security Framework of Accountability. The Security Manager contributes to the UNICEF mandate through strong security risk and conflict and access analysis, advice and implementation on security risk management processes and measures especially practical employment of UNICEF comparative advantages to gain access to beneficiaries and particularly children within acceptable levels of security risk.

The Security Manager implements and manages security at the duty station in close coordination with members of the UN Security Management System (UNSMS) (at the level of the Security Cell), and with NGO partners in line with the Saving Lives Together (SLT) policy. As a member of the UNSMS Security Cell s/he contributes to the contribute to the development of analysis,

assessments, procedures and guidelines on security risk management, measures and relevant security plans and access (including the identification of access issues, and methodologies to mitigate both geographic and thematic access constraints). The Security Manager works closely with Field Operations and Emergency to provide guidance and support on humanitarian access. The Security Manager is expected to successfully engage with all key stakeholders to implement the above responsibilities.

### **III. Key function, accountabilities, and related duties/tasks**

#### **Summary of key functions/accountabilities:**

- 1. Programmatic Access and Security Information Analysis**
- 2. Security Risk Management, Planning and Compliance Monitoring**
- 3. Security Services**
- 4. Security Networking and Partnership Building**
- 5. Innovation, knowledge management and capacity building**

#### **1. Programmatic Access and Security Information Analysis**

- Provide analysis to understand sub-regional- and country-level dynamics, particularly when addressing issues of armed conflict, terrorism, criminality, and civil unrest as well as inter-ethnic conflict and population movements. 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, particularly in areas deemed high-security threat.
- Analyse trends of security incidents affecting UNICEF programmes; develop and disseminate reports that analyse security information and provide advice to decision-makers; and provide regular analytical updates to programme and operations personnel as needed.
- Work closely with the UNICEF programme, field operations, emergency and communication personnel in country to integrate and mainstream all relevant security and access analysis into the planning and implementation of all country programmes.
- Support UNICEF management in the development and implementation of access strategies, preparedness plans, and programme contingency plans as required.

#### **2. Security Risk Management, Access, Planning and Compliance Monitoring**

- Advise senior managers on the security of UNICEF personnel and eligible family members, premises, and in accordance with UNSMS and UNICEF Security Management policies and procedures. Participate in the country Security Cell, attend as an observer, all SMT meetings, and assist the UN Department of Safety and Security (UNDSS) as appropriate.
- Provide advice on and manage technical security requirements contained in all relevant SRM Area documentation including SRM (measures and procedures), Area Security Plans, Residential Security Measures (RSM), and other relevant policies, guidelines, and assessments and monitor their implementation. Supervise all UNICEF security personnel in the country. Provide technical oversight for contracted security providers.
- Prepare, maintain, and update UNICEF security documentation including security contingency plans and produce 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).
- Advise Senior Management and Section Heads on all access issues that inhibit the

delivery of UNICEF and Partner activities. Actively participate in the OCHA-led Access Working Group and / or all relevant access-related forums as well as contribute to all access policies and procedures.

### **3. Security Services**

- Monitor the access and security situation and provide 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 resources.
- Supervise, evaluate, and review 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 safety and security and the actions to take in the event of an emergency including those identified in the UN Area Security Plan as it relates to UNICEF.
- Oversee the establishment of an effective and functioning communications system for security management within UNICEF that is fully integrated into the UN Security Communications System.
- Coordinate with UNDSS to ensure all UNICEF personnel undertake all mandatory security training/briefings and participate in all security related contingency exercises.
- Plan and lead security surveys of international personnel residences in accordance with the Residential Security Measures (RSM) and provide advisory services and general information on personal and residential security to locally recruited personnel.

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

- Establish contact and maintain networks with all UNSMS, Diplomatic Mission, I/NGO, and N/NGOs organizations, donor community as well as all UNICEF-specific partners, 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.
- Establish contact and maintain networks with all relevant local authorities, key Government and Non-Government entities, as appropriate. Maintain advocacy and liaison strategies with these entities to ensure access for all UNICEF and partners to conduct activities and operations.

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

- Introduce technological innovations and approaches to access and 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.
- Initiate and regularize learning opportunities, presenting findings from analysis and recommendations to help further improve programme quality and innovation in new and existing multi-sectoral projects. This analysis will be used to support UNICEF's risk informed programming as well as determine the vulnerabilities of personnel based on gender, disability, and ethnicity.
- Support thematic and area-based risk analysis documents with the risk informed programming framework to inform decision making.

## 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 access to beneficiaries, safety, and security of personnel, their eligible family members as well as organizational premises, assets and resources.

## V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles)

### 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)

### iii. 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. A first university degree with substantial relevant qualifying experience and training may be considered instead of the advanced university degree.

Experience:

A minimum of eight years of experience in humanitarian and security risk management in an international context.

	<p>Two additional years of relevant experience in lieu of an advanced university degree is required.</p> <p>Demonstrated knowledge of International Humanitarian Law, international security management experience, and understanding of the United Nations Security Management System is highly desirable.</p>
Language Requirements:	<p>Fluency in English is required. Fluency in another UN language may also be required based upon duty station.</p> <p>Knowledge of another official UN language or a local language of the duty station is an asset.</p>