

**OXFAM GB
JOB PROFILE**

JOB TITLE: Humanitarian Support Personnel – Security Officer	
DIVISION / DEPARTMENT / LOCATION: International Division, Humanitarian Department	JOB FAMILY: Programme
SALARY: £20,730 - £26,910 net per annum	LEVEL: Global C1
<p>TEAM PURPOSE: To ensure Oxfam has the management, technical and logistical capacity to both scale up and respond rapidly to major humanitarian emergencies anywhere in the world.</p> <p>JOB PURPOSE: To strengthen Oxfam's response to humanitarian emergencies by providing security management support to country and regional offices, to which the post-holder is deployed, including building security management capacity for the future.</p>	
<p>REPORTING LINES:</p> <p>Postholder reports to: Humanitarian Department Security Adviser. Whilst on deployment, will report to Country Programme Manager/Programme Manager, as designated in Terms of Reference.</p> <p>Staff reporting to this post: None</p>	
BUDGET RESPONSIBILITY: None	
<p>DIMENSIONS:</p> <ul style="list-style-type: none"> • Representation in coordination meetings and some external relationships • Often working as part of a management team within a larger programme unit. • Providing specialist advice or specific skills to the team. • Plans/objectives contribute to departmental/broader programme strategy and can involve collaboration with other departments. • Requires the ability to analyse and communicate complex information to a wide audience. • Decision-making requires significant levels of judgement based on technical and management experience, generally actively supported within the line management or the programme team. • Role is variable within well-defined targets and/or minimum standards and is both proactive and reactive. • To play active role in lobby and advocacy on issues related to programme through personal contacts and coordination of allies. <p>KEY RESPONSIBILITIES:</p> <p>Assignments will normally include the following responsibilities;</p> <ul style="list-style-type: none"> • To carry out security assessments and security management reviews in locations Oxfam is working or is considering working; either providing management with recommendations for action or working directly to implement the action plan • To provide expert advice on security related matters in the context of a particular environment including: gathering information from other organisations and institutions, and representing Oxfam in security meetings with other agencies, 	

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institutions and authorities.

- To assist managers in developing high quality security management systems in line with Oxfam security policy and security management approach.
- To train staff on security management issues, both informally and within the context of formal training courses.
- To prepare regular reports and summaries of work and recommendations to Oxfam including a short final report at the end of each assignment and to ensure that relevant information is documented and shared with country office, RMC and the HD.
- To act, on occasions, as a Security Officer; this may include: design and implementation of a new security management system or review and modification of an existing system; management of staff; and representation and coordination.
- To recruit, train and supervise security staff when on deployment, and to build the capacity of other Oxfam staff.
- To carry out security management tasks or represent Oxfam in meetings, as requested by the Security Adviser.
- To ensure that all work is carried out in a way that is sensitive to gender and diversity issues.

SKILLS AND COMPETENCE:

- Considerable practical experience of security assessment, planning and implementation of procedures in the context of UN or NGO humanitarian operations,
- Proven influencing and negotiating skills with internal and external audiences including in complex and stressful circumstances.
- Proven experience of field based training.
- Ability to advise and support field staff in a consultative manner.
- Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities. Must be organised and efficient.
- A sound understanding of the importance of gender in humanitarian work.
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts.
- Good knowledge of written and spoken English, plus working knowledge of one or more additional languages (especially French, Spanish, Portuguese, Arabic or Swahili) would be a distinct advantage.