1. **Security Information Management:**
   * Developed and implemented an effective security information collection system.
   * Monitored and assessed safety and security situations in the area of responsibility.
   * Provided timely safety and security updates and advisories to staff and management.
2. **Development of Security Documents:**
   * Created comprehensive risk mitigation strategies, including standard operating procedures, guidelines, and contingency plans.
   * Developed monitoring tools for tracking security-related incidents and ensured timely reporting.
   * Drafted, revised, and implemented the Country Security Management Plan, SOPs, and security policies.
3. **Security Training and Capacity Building:**
   * Designed and updated security and safety training courses for different levels of staff.
   * Collaborated with Field Coordinators/Officers to develop and implement operating procedures and contingency plans.
   * Ensured staff compliance with internal security rules and SOPs through effective communication and training.
4. **Security Management:**
   * Ensured proper preparation and equipped staff and vehicles with necessary security equipment.
   * Provided guidance and support to security assistants in governorate offices.
   * Managed security-related equipment and maintained their operational readiness.
   * Established and updated contingency plans and evacuation procedures.
5. **Premises' Safety and Security:**
   * Managed security guards at HQ office and guesthouse, ensuring their performance and technical knowledge.
   * Conducted regular security and safety assessments, identifying vulnerabilities and providing recommendations.
   * Developed protocols for security contractors and monitored compliance.
   * Ensured proper placement and maintenance of first aid kits and fire extinguishers.
6. **Reports and Analysis:**
   * Prepared weekly/monthly security reports, investigating incidents and providing updates.
   * Published routine security reports for senior management, recommending procedural changes.
   * Ensured proper reporting of safety and security incidents in accordance with standards.
   * Conducted safety and security assessments, maintaining the Risk Analysis Matrix.
7. **Liaison and Coordination:**
   * Participated in security/safety meetings, providing analysis and impact assessments.
   * Established and maintained relationships with relevant stakeholders, including local authorities and NGOs.
   * Engaged community leaders to ensure staff safety and support humanitarian activities.
   * Actively gathered and cross-checked information from various sources.
8. **Training:**
   * Delivered regular trainings addressing identified needs in SOPs, negotiation, contextual understanding, incident management, and humanitarian principles.
   * Designed and updated training plans, monitoring the impact of training.
   * Developed security training modules.
9. **Crisis Management:**
   * Analyzed situations and made critical decisions to safeguard staff and assets.
   * Prioritized crisis management tasks and delegated responsibilities.

**Achievements**

* **Automate Security System Design and customized :**
  + Staff Movement Tracking in Realtime local.
  + Real-time Incident Reporting local.
  + Advanced surveillance systems HK vision.
  + Assets controls AMC local.
  + GIS: interactive Mapping using QGIS and web map developed by leaflet.
* **Security policy Development:**
  + Updated security Policy
  + Develop SOPs and security manuals.
  + Crisis Management Protocols.
  + evacuations plans for 8 offices.
  + Modern security plans and updated
  + Effective Risk Mitigation
* **Security Training and Capacity Building:**
  + Developed and delivered four security training courses for staff:
    - *Basic Security & Safety Awareness*
    - *Personal Security & Safety*
    - *Security Risk Management for Managers*
    - *Crisis Management*
  + Built the capacity of staff, sub-office managers, and project managers in security planning and assessments
* **Supervision of Security and Safety for Multiple Offices:**
  + 8 Offices, 7 Governorates
  + Comprehensive Measures
  + Compliance and Guidance.
* **Overlooked Achievements:**
  + Reduced Workplace Accidents
  + Comprehensive Crisis Management
  + Innovative Security Protocols
  + Leadership in Audits and Assessments
* **Emergency Room Setup and Rapid Response:**
  + Efficient Headquarters
  + Successful Rescue Missions