



Rapid Response Role Profile

Job Title	Security Coordinator
Classification Level	
Immediate Supervisor's Title	Head of Emergency Operations / Operations Manager
Number of Direct Reports (if applicable)	
Number of Indirect Reports (if applicable)	

Organizational context (where the job is located in the Organization)

The International Federation of Red Cross and Red Crescent Societies (IFRC) is the world's largest volunteer-based humanitarian network. IFRC is a membership organisation established by and comprised of its member National Red Cross and Red Crescent Societies. Along with National Societies and the International Committee of the Red Cross (ICRC), the IFRC is part of the International Red Cross and Red Crescent Movement. IFRC's headquarters is in Geneva, with regional and country offices throughout the world.

Due to the nature of emergency response operations, this role profile is an outline of the likely responsibilities applicable to Security Coordinator, deployed in a Federation co-ordinated operation. They are complementary to and should be read in conjunction with the specific tasks elaborated in the Deployment Order / Terms of Reference.

Job purpose

The Security Coordinator is required to deploy in a complex and / or large-scale emergency. The Security Coordinator will be expected to provide professional security risk management (SRM) advice and support/guidance and recommendations to management of the operation. The Security Coordinator will work closely with the in-country IFRC operations, should they exist.

In certain circumstances, the post-holder will be expected to mentor and/or build capacity of National Society or IFRC staff or volunteers to ensure continuous security cover for the mission.

The Security Coordinator will report directly to the IFRC Head of Emergency Operations (HeOps) (or Senior IFRC manager for the operation) with a technical reporting line to the Head of Country Office / in-country Security Delegate (should one be in place) and the relevant IFRC Regional Security Manager.

Role (Job Requirements)

Job duties and responsibilities

1. Strategic management/support
 - a) Advise and support the HeOps / Senior IFRC manager for the operation / Head of Country Office (HoCO) - *henceforth referred to as HeOps* - on security related matters focusing on all personnel and assets that are under IFRC security management responsibility.
 - b) Provide technical guidance in relation to security related issues in Emergency appeals and budgets, for continued operations.
2. Operational management/support
 - a) Guide and support the in-country security risk management process, e.g. the development of a comprehensive security risk assessment and the identification of functional and practical risk prevention and mitigation measures.
 - b) To assist HeOps in creating basic security management systems and provide rapid and professional support/assistance to the various components of the mission, including but not limited to, conducting security assessments at field locations, create and maintain security regulations/emergency procedures, undertake site security assessments (as required) and provide recommendations for accommodation, coordinating, if needed, staff relocation and support to Staff Health for medical evacuations.
 - c) Ensure that the operation has valid and approved contingency and critical incident management plans and to oversee the implementation of these procedures if required.
 - d) Follow-up on security incident reporting and assist the HeOps in incident analysis and incident mapping.

e)	Monitor and analyse the security / political and socio-economic situation in the operational area and identify possible security related trends and issues that may affect the IFRC operations. Update the IFRC Risk Register as and when necessary and report any changes and make appropriate recommendations to HeOps.
3.	Compliance
a)	Guide and support the development of in-country minimum security requirements (MSR), including the relevant documentation, procedures, compliance and trainings/exercises.
b)	Monitor, evaluate and report on the implementation of MSRs.
4.	Coordination
	Establish and maintain a security network of internal and external contacts and participate in relevant meetings both internally and externally, e.g. with ICRC, HNS, PNS, UN Security, INSO, INGOs, and local authorities and communities. Ensure that this security network is well documented to facilitate handover at EOM.
5.	Training & development
a)	Conduct security briefings for all incoming personnel (and National Society; only upon request) and provide general or more specific trainings (e.g. defensive driving [in coordination with Fleet], radio communications [in coordination with IT], guard training [in coordination with supplier?]).
b)	Provide generic or more specific security management trainings to National Society personnel to enhance security management capability, strengthen the security culture and contribute to more safe and secure operations.
c)	Mentor National Society security focal point/security managers to build security management capability.

Duties applicable to all staff

1.	Actively work towards the achievement of the Federation Secretariat's goals
2.	Abide by and work in accordance with the Red Cross and Red Crescent principles
3.	Perform any other work-related duties and responsibilities that may be assigned by the line manager

Profile (Position Requirements)

Education	Required	Preferred
Undergraduate degree, or equivalent qualification from military or police or 5 years equivalent experience	⊙	
Experience	Required	Preferred
At least two years humanitarian field experience preferably in the Movement.		⊙
Experience of IFRC management procedures and security approach.		⊙
Experience in a medium to high-risk security area assignment in a management position.	⊙	
2 years' experience of security management within a humanitarian or development sector.	⊙	
Experience of developing contingency plans and implementing of relocation / evacuation.	⊙	
Experience of relationship-building, interpersonal skills and the ability to effectively represent IFRC at forums with external stakeholders including, government authorities, military, police and UN.	⊙	
Experience in training/mentoring		⊙
Knowledge & Skills	Required	Preferred
General security knowledge of the region/country		⊙
Skills to analyse and draw conclusions	⊙	
Rapid and well-argued decision-making skills	⊙	
Planning and training skills	⊙	
Networking and negotiation skills	⊙	
Good oral and written communication skills, with ability to express ideas and concepts clearly & persuasively with senior internal and external stakeholders	⊙	
Successful completion of IFRC Stay Safe online (Personal & Management) courses	⊙	
Relevant security training (HEAT, Security Management & CIM course attendance)		⊙

Core Competencies	Tier 1	Tier 2	Tier 3
Movement context, principles and values		⊙	
National Society Capacity Strengthening	⊙		
Coordination	⊙		
Assessment		⊙	
Direction Setting and Quality Programme Management	⊙		
Information Management		⊙	
Resource Management	⊙		
Safety and Security		⊙	
Transition and Recovery		⊙	
Community engagement and accountability	⊙		
Protection, Gender and Inclusion	⊙		
Environmental Sustainability		⊙	
Collaboration and teamwork		⊙	
Conflict Management	⊙		
Interpersonal Communication	⊙		
Cultural awareness		⊙	
Judgement and decision making		⊙	
Motivating Others	⊙		
Personal resilience	⊙		
Integrity		⊙	

Languages	Required	Preferred
Fluently spoken and written English	⊙	
Good command of another IFRC official language (French, Spanish or Arabic)		⊙
Other languages:		