

## **Safety and Security Officer (Female)- Damascus**

The position is to be filled by April 2026, with a contract duration of about one year. There are good prospects for an extension. The position can also be filled with unlimited contract duration if the employee shows an appropriate period of employment. Employment/Service location will be Damascus/Syria. The position is paid according to SG6.

### **Your Responsibilities**

#### **Advisory and Technical**

- Providing advisory services to the country program staff on all safety and security matters.
- Developing security risk assessments to identify potential threats and recommend mitigation strategies based on the agreed risk thresholds.
- Ensuring safety and security are integral to all program planning and implementation partner selection & support, field modalities and access constraints.
- Advising on travel routes taken by staff, ensuring the safest and most efficient routes based on current security information.
- Maintaining a structured early-warning approach, tracking risk indicators and triggers that may signal deterioration and recommending posture changes in advance.
- Promoting a positive, risk aware culture throughout the Syria team and partners through regular briefings, learning moments and role-specific training, coaching, and drills that reinforce the shared responsibility for safety, security, and access.

## Operations

- Evaluating project proposals for security and access risks and recommend necessary mitigation measures.
- Maintaining effective relations with security entities and assist in coordination where appropriate and authorised.
- Supporting an acceptance and access approach through stakeholder mapping, contact cultivation, community engagement alignment, and communications/visibility guidance that protects neutrality and access.
- Implementing security policies and procedures tailored to local conditions.
- Developing & monitoring security budgets and expenses.
- Analyzing security data and propose enhancements (e.g., new technologies use of AI).
- Preparing comprehensive security work plans, including budget and compliance measures.
- Maintaining databases of personnel and security-related information.
- Managing hibernation, relocation & evacuation processes and lead during emergencies.
- Maintaining reporting mechanisms for security incidents and supporting with after action reviews to identify and disseminate lessons learned.
- Regularly updating the Country Director/Area Manager on security matters including risk escalation and submit reports.
- Coordinate security operations for events and visits.
- Conduct routine and special security assessments.

### **Gender focus**

- Work with HR to raise staff awareness about gender related safety and security.
- Conduct risk assessments including gender perspectives.
- Report and support mitigation of incidents.
- Ensure timely execution of safety and security related training and maintain records.
- Act as the gender focal point for the Syria program.
- Collaborate with HR, IT, and project management on safety and security measures.

### **Staff Development and Training**

- Deliver safety and security training programs and ensure staff are informed of safety and security protocols including organising regular drills and scenario-based exercises.
- Provide comprehensive instructions and training on safety and security plan implementation.
- Develop and implement tailored training and support programs for partner organizations in South Central Syria, responding to their specific needs to enhance their understanding and compliance with safety, security, and gender perspective standards.

### **Knowledge Management**

- Facilitate training and learning on safety and security topics.
- Lead capacity development and knowledge-sharing initiatives for WHH personnel and partners where needed.
- Contribute to safety and security knowledge networks and communities of practice.

### **Additional**

- When needed, coordinate, as appropriate, with host government security organizations and personnel, including national and local authorities, military, and police, as well as with non-governmental organizations operating in the areas of intervention.
- Assess the security situation at duty stations and ensure systematic gathering, verification, and analysis of security information required for informed decision-making.

- Maintain regular contact and coordination with Security Focal Points at field and partner levels.
- Be deployable to other locations within the country during crises, conflict escalation, natural hazards, or as decided by the Country Director.
- Assist in the preparation, maintenance, and regular review of the Security Management Plan, Standard Operating Procedures, Contingency Plans including updating staff lists, contact trees, and emergency procedures.
- Organize and conduct safety and security awareness and preparedness training, including security orientation for newly assigned staff members.
- Conduct security evaluations and provide technical advice on Residential Security Measures for WHH staff, including analysis of emerging threats and security trends affecting staff safety.
- Act as Security Focal Point (SFP) in South-Central Syria, serving as the primary point of contact for all safety and security matters, including:
  - Participation in security coordination meetings
  - Oversight of field movement briefings (with delegated responsibilities to area SFPs)
  - Dissemination of security policies, SOPs, CPs, and advisories
- Ensure all staff receive regular training and updates on the evolving security context and applicable safety and security protocols affecting WHH operations in Myanmar. Duties without own area of responsibility

**How To Apply :**

- **Please send your application/CV in ENGLISH LANGUAGE via our online recruiting system by April 10, 2026.**
- **Arabic CVs will not be considered, and only short-listed candidates will be contacted.**
- **CVs will be reviewed on a rolling basis due to the urgency of filling this position.**
- **We strongly encourage female candidates to apply**
- **Only applications submitted via the organization's system will be considered for review.**

**WHH Application Link : [Safety And Security Officer \(Female\)](#)**