



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Senior Security Officer.

Contract type: Full-time.

Duty Station: Syria (Raqqa).

Number of Vacancies: 1.

Application Closing Date: May 12, 2026, 4:00 PM.

➤ **JOB SUMMARY :**

The purpose of this role is to monitor the country security context in International Medical Corps' areas of intervention and maintains a safe and secure environment for staff and visitors, facilities, and assets as well as maintaining regular communication with staff during field movement.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation..

➤ **MAIN TASKS AND RESPONSIBILITIES:**

- Manage the implementation of SOPs and security protocols and procedures in country mission.
- Regular collection, collation, and analysis of all Safety and Security information as required.
- Carry out Incident/actor mapping and produce relevant reports as required.
- Assist the Fleet team in Movement Planning support the conduct of Safety and Security/Road Safety trainings and programs for program drivers/fleet team/partners/other program stakeholders.
- Train and mentor security guards and drivers.
- Carry out periodic and occasional S&S field contextual assessments and generate reports.
- Carry out/support incidents investigations.
- Track and record all IMC Staff field movements.
- Respond to relevant security incidents with information gathering and inform supervisor as required.
- Undertake continual assessments of equipment (including vehicles) and organizational assets to ensure that minimal conditions for security are met. Prevent loss and damage by reporting irregularities, informing violators of policy and procedures.
- Conduct monthly health and safety inspections such as fire extinguishers, smoke/fire detectors and inspection of IMC facilities.
- Regularly inventory and stock as necessary hibernation kits, first aid kits, and vehicle safety kits, communication gadgets; ensure that staff know what is in the kits and how and when to use them.
- Work closely with IMC field teams to ensure all incidents and accidents are followed up with an official written Incident Report
- Take appropriate measures to secure IMC premises, personnel, assets, and properties by regularly monitoring and controlling IMC existing security set-up.
- Liaise with other humanitarian actors in the field to obtain information on the safety and security situation.
- Regularly analyze and update IMC's vulnerabilities in its areas of intervention.
- Support the Security department team by participating during country security revision and other SOPs.
- Coordinate with law enforcement agencies as necessary.
- Provide training and guidance to staff on security-related topics.
- Provide guidance to other departments across the IMC Office on appropriate ways to manage sensitive information (e.g., HR files, financial records, trade secrets, etc.) to minimize risks of exposure or theft.

- Ensure that all employees are up to date on required training related to their job functions (e.g., First aid, fire fighting, etc.).
- Create a risk matrix that identifies potential vulnerabilities or risks by type (e.g., natural disasters) and impact level (e.g., minor inconvenience versus major disruption).
- Monitor social media channels to identify potential threats and risks to the organization.
- Evaluate security technologies for effectiveness and efficiency.
- Serve as security focal point in the absence of the Security manager.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

➤ **MINIMUM QUALIFICATIONS:**

- ✓ Typically, degree level qualifications in any of the humanities, sciences, or security management
- ✓ Typically, three to five years of relevant experience
- ✓ Strong learning attitude and capacity for learning and development of technical and professional skills.
- ✓ Highly developed cultural awareness and ability to work well in an internationally diverse environment.
- ✓ A willingness to work and travel in often difficult and insecure environments.
- ✓ Fluency in English and other local languages.
- ✓ Ability to comprehend security related subjects such as threat/risk assessment, security management, and personal and organizational physical security awareness.
- ✓ Proven experience or ability of working effectively in complex security environments and situations with an articulate understanding of the conflict in northeast.

❖ **Salary and Benefits:**

- As Per IMC Salary Scale.
- Social Security.
- Medical Insurance.
- Life Insurance.

❖ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our Code of Conduct and Ethics and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our Code of Conduct and Ethics, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the Code of Conduct and Ethics, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our Code of Conduct and Ethics and Whistleblower Policy prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

❖ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY.

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

- **Note: If the required number of applicants is met, the link may be closed before the end of the time given for the advertisement.**

To apply for this vacancy please click on the following link and fill in the required information:

[Senior Security Officer- Syria \(Raqqa\)-SM-07052026](#)

Alternatively, scan the following QR code by your mobile camera:

