



Job Specification:

Security Coordinator

Department:	Security
Grade:	8
Line managed by:	Country Security and Access Manager
Responsible for line managing:	Security Staff in Northwest Syria
Location:	Hama/Homs

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose: MAG Syria is seeking a proactive and experienced **Security Coordinator** to support ensuring safety and security of MAG staff, operations and overall programming in HAMA/HOMS. This SC will ensure MAG Syria security management policies and procedures are implemented and adhered to the letter. The SC will ensure strong coordination within MAG security team, with internal and external stakeholders, and will support in maintaining a secure and compliant working environment for MAG staff, visitors and assets in HAM/HOMS.

Job Description

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience

- 5 years or more proven experience in the security field, preferably working with NGOs
- Strong understanding and knowledge of security and access protocols, risk mitigation strategies, and emergency response procedures in Syria
- Strong understanding of the Syrian context, political dynamics and sensitivities
- Proven experience of handling critical incidents and supporting crisis management
- Formal certification in security management (e.g., INSO courses or others) is highly preferred
- Able to conduct area risk assessments, site assessment, route assessments
- Excellent communication, interpersonal, and report-writing skills
- Excellent negotiation and security networking skills
- Able to collect, analyze and disseminate security information in a timely manner
- Strong knowledge of security technologies, including CCTV, movement tracking and building access control systems
- Proficient in MS Office packages (Word, Excel, PowerPoint), and able to use Outlook, MS Teams and other official application
- Demonstrated ability to remain calm and remain decisive under pressure
- Strong leadership and team management capabilities
- Pay high attention to details and strong organizational skills
- Willingness to work and travel flexibly, including nights and weekends
- Able to work and travel in Northwest Syria

Essential Aptitude, skills and Knowledge

Essential Aptitude:

- Self-motivation and the capacity to work with limited supervision
- Ability to work remotely with limited resources and management oversight and support
- Able to work under pressure, deliver high-quality work
- Meet regular deadlines and adapt an overall proactive stance
- 100% commitment to MAG's mission, values, and approach

Desirable Skills and Knowledge:

- Recent experience working in Syria within the NGOs sector
- Advanced academic qualifications in security management, political science, geopolitics, or social science
- Experience in incident management, ensuring fluent access, investigation processes and methods
- Demonstrable political, security and conflict analysis skills
- Skilled in the development of security risk assessments

- Experienced in delivering security trainings
- Experienced in field communication devices (Radio, Trackers, Satellite etc.)
- Excellent interpersonal skills and the capacity to remain calm under pressure.
- High level of maturity, flexibility and pragmatism. English language skills and good written ability.
- Proven ability to influence and negotiate, including in complex and stressful circumstances.
- Ability to advise and support field staff in a consultative and positive manner.
- Understanding of NGO security management and humanitarian principles.

Qualifications

- **Bachelor’s degree or higher in social sciences, security management, or related field with proven sector experience**
- **Relevant Safety and Security Training in Humanitarian Response**
- **Fluent speaking/writing English and Arabic languages**
- **5 years proven experience in the security field**

Technical Proficiency

- **Familiarity with:**
- **CCTV and surveillance systems**
- **Communication equipment**
- **Access control technologies,**
- **Incident reporting platforms**

Strong legal and regulatory knowledge

- **Understanding of local legal and security laws, security compliance standards and privacy and data protection regulations.**

Desirable:

- Knowledge of Humanitarian Mine Action (HMA) operations.
- Experience and ability to work effectively with multi-disciplinary and multicultural teams.

Signed employee:	Date:
Signed manager:	Date: