

Security Advisor – Myanmar

Background

SoCha is seeking a full-time, qualified employee to fill the Security Advisor role for an activity in Myanmar. The position will be based in Yangon.

This activity has three primary objectives:

1. Improve capacity to design, implement, and monitor strategy.
2. Increase the effectiveness of evaluations and assessments.
3. Improve learning capacity throughout the program cycle.

*** Only suitably experienced Burmese citizens and residents are encouraged to apply

Scope of Work

The Security Advisor (SA) will be a local national, with primary responsibility to review all operations, prepare security plans, and provide contextual reporting to support the project's activities. The SA will also ensure appropriate security protocols are in place and maintained throughout all project office operations and for all trips to the field.

Secondary responsibilities include management support tasks such as inventory control. This position is contingent upon award. Responsibilities will include:

- Develop, implement, and manage security protocols and procedures in correspondence with SoCha Head Office.
- Maintain relationships and closely coordinate with the project's systems and site partners.
- Responsible for reviewing all operations, preparing relevant contingency (emergencies) safety & security plans, conducting threat and vulnerability analysis, and providing reporting to support project activities.
- Provide the final recommendation to the Director of Mission Support to authorize field team travel.

- Always maintain awareness of the security situation. Conduct research and outreach required to complete all project-based security planning, including:
 - All trips out to the field, with analysis of the security environment in the areas to be covered, identification of local security contacts in the field, coordination with security personnel on the implementing partners' facilities.
 - Arrangements to be made for every public event hosted by the project, including analysis of the venue and local security contacts.
- Complete security reporting:
 - A general security update presented to all project staff during the weekly staff meeting.
 - Focused situation reports in support of all field-based activities.
 - Security summaries to be included in any evaluation report where appropriate.
 - Complete security reports needed for all reporting.
- Ensure that long-term expatriate staff reside in secure accommodations, providing security assessments before submission to the Global Operations Manager for review.
- Ensure that incoming home office staff, international employees, or short-term consultants are greeted upon arrival with adequate security detail and are provided specific security guidance, as required under the current situation.
- Conduct security survey/assessment for all new in-country leases for the project.
- Manage and provide quality control of the services rendered by any external security providers.
- Conduct training and briefings, including systematic checklist-based reviews (particularly in terms of field activities) with project staff regarding security procedures.
- Maintain and develop a network of individuals involved in security in Myanmar. Represent the project in security work groups and coordinating committees as decided by project management.
- Go to official government offices as required to complete tasks needed by the project. Examples included arranging visas, getting permits, and submitting official documentation.

- The tasks outlined above are indicative, but not exhaustive for the roles and other tasks may be assigned by the supervisor or their designee(s).

Minimum Qualifications and Experience

- Bachelor's degree in a relevant field.
- At least five (5) years of practical experience in security and safety oversight with a proven ability/record in drafting/delivering critical information that effectively supports timely decision-making.
- Practical experience in risk assessment, mitigation, and management preferred.
- Practical experience in monitoring potential threats from crime, civil unrest, kidnapping, and terrorism.
- Proven knowledge of and access to official security structures in place, and persons in key positions in Yangon and across Myanmar.
- Must be fluent in English and Burmese, both oral and written, have good liaison skills, and excellent communication and interpersonal skills.
- Full proficiency in MS Office suite including Word, Excel, and PowerPoint.
- Valid Driving license with a clean driving record.
- CPR certification (preferable).

Location

Yangon, Myanmar

How to Apply

To submit your application, kindly provide your CV via the following link:

<https://jobs.socha.net/security-advisor-myanmar/04/19/2024/>

Position will remain open until a suitable candidate has been identified.