

Together we can beat poverty for good. Will you join us?

# COUNTRY SECURITY ADVISOR

## MANAGEMENT TEAM

Closing date: - Midnight (GMT), Date: 16 February 2023

Telephone Interviews – N/A

Interview date: - TBC

Vacancy reference: - INT9338

**Oxfam is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people, adults and beneficiaries with whom Oxfam GB engages. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our [values](#) are recruited to work for us.**

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. Oxfam GB also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her understanding of these recruitment procedures.

We are committed to ensuring diversity and gender equality within our organisation and encourage applicants from diverse backgrounds to apply.



## Shaping a stronger Oxfam for people living in poverty.

### ABOUT OXFAM

Oxfam is a global community who believe poverty isn't inevitable. It's an injustice that can be overcome. We are shop volunteers, women's right activists, marathon runners, aid workers, coffee farmers, street fundraisers, goat herders, policy experts, campaigners, water engineers and more. And we won't stop until everyone can live life without poverty for good.

Oxfam GB is a member of the international confederation [Oxfam](#).

### OUR TEAM

You will be part of the Oxfam Bangladesh Office based in Dhaka with frequent field visits. You will become part of a dynamic team and will be looking after the security aspects. The team works on supporting all Oxfam colleagues with a view to achieve one Oxfam vision.

### JOB PURPOSE

Country Security Advisor who is the senior security official, is directly accountable to the Operations Director for Safety and Security and is appointed as the primary advisor to the Operations Director and the Senior Management Team on all matters related to Safety and Security.

While the Operations Director has the responsibility for the day-to-day management of the Country Security Advisor, on substantive matters the Country Security Advisor will report concurrently to the Global Security Advisor at Oxfam International.

The Country Security Advisor will be deployed only to the larger and most complex high-risk duty stations.


The Country Security Advisor is, above all, responsible for advising the Operations Director and the Senior Management Team on their security duties and responsibilities in accordance with Oxfam International's Security Management System. The CSA manages, on behalf of the OD, security and radio communication personnel and activities in support of the country and provides independent security advice and coordination of Oxfam operations within the area of operation.

### CORE DETAILS

<b>Location:</b>	Bangladesh – for all locations
<b>Salary:</b>	As per Oxfam GB national pay grade in Bangladesh
<b>Internal Grade:</b>	C1 National

**Division** Oxfam in Bangladesh **Job Family:** Business Support/Admin

**Contract type:** Fixed Term Agreement

**Hours of work:**  37.5 hours per week. This is a full-time role; however, Oxfam offers various flexible arrangements which candidates can discuss with the Recruiting Manager at the interview stage

**This role reports to:** **Direct:** Operations Director, **Matrix:** Global Security Advisor

**Staff reporting to this post:** TBC

**Annual budget for the post:** TBC

**Key relationships/interactions:** **External:**

- Develop and maintain close contacts with all relevant stakeholders to develop a network and build relationships with key actors, such as local government, diplomatic and humanitarian communities, to ensure gathering of reliable security information.

**Internal:**

- Develop and maintain good collaboration and coordination with Oxfam departments as well as senior management.
- Maintain regular contact and liaison with affiliate's senior security manager at HQ or regional levels.
- Liaise with relevant staff in order to ensure that the security management system complements the program and advocacy activities and vice versa.
- Liaise with the relevant support staff in order to ensure that all logistical, financial, IT, HR and administrative elements of the security management system are in place.
- Liaise with UNDSS and other Security agency in Bangladesh to get update security concerns

**Screening checks:** All successful candidates will be screened through [Refinitiv World-Check One](#) to comply with counter terrorism and financial sanctions regulations.

**References:** Should you be successful and not already employed by Oxfam GB, we will require minimum of two references covering five years of employment history.

**DBS checks (for roles based in the UK):**

Not applicable

## KEY RESPONSIBILITIES

### **Technical (Analysis & Assessments and Security Awareness/Training):**

- Monitor the security situation and provide independent analysis of emerging security threats to Oxfam staff and assets.
- Identify, collect, analyze and disseminate information relating to the context, threat and developments of the current security situation.
- Undertake regular risk/threat assessments for all locations where Oxfam staff members and assets are present and evaluate existing and potential areas of intervention.
- Undertake regular and ad hoc security missions and investigations as necessary.
- Ensure that staffs have the security skills and awareness that they need to be effective, by providing appropriate learning and development opportunities, including delivering training.
- Ensure that all staff and visitors receive appropriate briefing.
- Ensure that an appropriate system is in place to provide security information to travellers in advance of their departure.
- Ensure that specific categories of staff such as guards, drivers and managers are enhanced in taking their responsibilities.
- Organize Security drill sessions for staff on regular interval

### **Leadership:**


- Lead, develop and facilitate implementation of the security plan for Bangladesh including the security of operations in camp, cars, offices, accommodation and safe lodging.
- Ensure the cohesive use and application of security plan through-out the country
- Supported by the country management staff develop a security management strategy (including detailed acceptance strategy) which allows for the continuous updating of security measures.
- Prepare and maintaining an up to date country wide security management plan
- Ensure that SOPS and contingency plans are current, feasible and implementable.
- Develop, maintain and analyze the security incident log system
- Adapt the security management system to changing circumstances.
- Support the Operations Director and other senior staff to manage security incidents.
- Provide crisis management support to the managers' senior management for incident response, reporting and analysis.
- Ensure that the supporting departments (HR, Administration and Logistics) have in place an appropriate system to facilitate good security management.
- Day to day management of security and radio communication personnel and other process as appropriate.
- Liaise with the Security Guard Team/company deployed in the different locations to assess their work performance

**Management:**

- Advise the Operations Director and members of the CMT in their execution of their duties with regards to maintaining safety and security of Oxfam personnel and dependents, premises and assets in accordance with Oxfam Security Management System.
- Advice and support the OD about implementing the security management system.
- Provide timely advice and guidance to all managers and staff members regarding security, risk and crisis awareness and management.
- Serve as members and technical advisor in the Senior Management Team
- Serve as a member and technical advisor in the Crisis Management Team

**Other:**

- Required to adhere to Oxfam's principles and [values](#) as well as the promotion of [gender justice and women's rights](#)
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles


PERSON SPECIFICATION	How this will be assessed? <sup>1</sup>			
 <b>Note to candidates:</b> Shortlisted candidates will be assessed on our organisational values and attributes at the interview stage. The successful candidate(s) will be expected to adhere to our code of conduct. We encourage candidates to read and understand our code of conduct <a href="#">here</a> .	Shortlisting	Interview	Presentation	Written test
<b>Key Organisational Attributes</b>				
Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.		X		
Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.		X		
Commitment to undertake Oxfam's safeguarding training and adherence of relevant policies to ensure all people who come into contact with Oxfam are as safe as possible		X		
<b>Organisational Values</b>				
<b>Accountability</b> – Our purpose-driven, results-focused approach means we take responsibility for our actions and hold ourselves accountable. We believe that others should also be held accountable for their actions		X		
<b>Empowerment</b> – Our approach means that everyone involved with Oxfam, from our staff and supporters to people living in poverty, should feel they can make change happen		X		
<b>Inclusiveness</b> – We are open to everyone and embrace diversity. We believe everyone has a contribution to make, regardless of visible and invisible differences		X		
<b>Oxfam Leadership Competencies</b>				
<b>Decisiveness</b>		X	X	
<b>Vision Setting</b>				

<sup>1</sup> Whilst we make every effort to indicate how the candidates will be assessed against a criterion, this is subject to change and may be influenced by the quality of applications.

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**Systems Thinking**

X

**Enabling**

X

X

**Influencing**

X

X

**Strategic Thinking and Judgment**

X

**Essential - Experience, Knowledge, Qualifications & Competencies**

Advanced university degree in the discipline related to Security, Risk and/or Crisis Management, Military and/or Police Science, Law or other fields related to Security Management or Analysis. Substantial relevant qualifying experience and training may be considered in lieu of an advanced university degree.

X

Minimal of 8 years of progressively responsible experience in security risk management and considerable practical experience of security assessment, planning and implementation of procedures in the context of humanitarian operations.

X

Ability to advice and support field staff in a consultative manner.

X

X

Excellent communication and interpersonal skills, together with the capacity to remain calm under pressure and not lose sight of strategic priorities. Must be organized and efficient. A sound understanding of gender awareness.

X

X

Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts and willingness to travel at short notice, and often in difficult circumstances.

X

X

Committed to Oxfam principles and ability to speak and report in Bangla and English

X

X

X


**Desirable**

Knowledge of NGO programming and Emergencies response

X

X

X

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Proven ability to influence and negotiate with internal and external audiences including in complex and stressful circumstances.		X	X	X
Hostile Environment Security Training/ SSAFE Training/ EU-MSO/UN-Security Management training or similar training will be considered an advantage.	X			
Capacity building skill		X	X	
Understanding of Rohingya response context is highly desirable.		X		X
Value alignment for feminist principles, rights-based approach and environmental justice		X	X	

**DIMENSIONS:**

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## HOW TO FIND OUT MORE ABOUT US

- Find out more about our pay & benefits [here](#). Get a feel of what it is like to work at Oxfam [here](#).
- Look at our 'How to apply' section for helpful tips [here](#).
- Technical glitch? If you have any issues when submitting your application, please contact [recruitmentteam@oxfam.org.uk](mailto:recruitmentteam@oxfam.org.uk)
- We are unable to accept prospective applications, but you can sign up for our job alerts [here](#)
- External applicants: <https://jobs.oxfam.org.uk>, Internal applicants: <https://jobs.oxfam.org.uk/internal>
- Find out about everything we do [here](#).

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**Oxfam GB is a Disability Confident Employer. Should you be unable to submit your application online and would prefer an alternative method please contact our recruitment team.**

## OXFAM LEADERSHIP COMPETENCY FRAMEWORK -

Competencies	Description
<b>Decisiveness</b>	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
<b>Influencing</b>	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organization. We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
<b>Humility</b>	We put 'we' before 'me' and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
<b>Relationship Building</b>	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organization.
<b>Listening</b>	We are good listeners who can see where deeper levels of thought and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
<b>Mutual Accountability</b>	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
<b>Agility, Complexity, and Ambiguity</b>	We scan the environment, anticipate changes, are comfortable with lack of clarity and deal with a large number of elements interacting in diverse and unpredictable ways.
<b>Systems Thinking</b>	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organizational decisions and actions.
<b>Strategic Thinking and Judgment</b>	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
<b>Vision Setting</b>	We have the ability to identify and lead visionary initiatives that are beneficial for our organization and we set high-level direction through a visioning process that engages the organization and diverse external stakeholders.
<b>Self-Awareness</b>	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviors to control and channel our impulses for good purposes.
<b>Enabling</b>	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.