



International Development Law Organization
Organisation Internationale de Droit du Développement

SECURITY MANAGER

Competitive Salary & Benefits Package

IDLO seeks to strengthen the rule of law and good governance in developing countries and countries in transition to provide security for the individual, to reduce poverty by protecting individual rights and economic activity, and by strengthening judicial and local institutions to promote a viable legal framework for commerce, trade, and investment.

International Development Law Organization

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About IDLO

IDLO is an intergovernmental organization that promotes legal, regulatory, and institutional reform to advance economic and social development in transitional and developing countries.

Founded in 1983 and one of the leaders in rule of law assistance, IDLO's comprehensive approach achieves enduring results by mobilizing stakeholders at all levels of society to drive institutional change. Because IDLO wields no political agenda and has deep expertise in all legal systems and emerging global issues, people and interest groups of differing ideologies trust IDLO. It has direct access to government leaders, institutions, and multilateral organizations in developing countries, including lawyers, jurists, policymakers, regulators, advocates, academics, and civil society representatives.

Since its establishment, IDLO has worked with more than 20,000 legal professionals in 175 countries. Its network of forty-six independent national alumni associations, with membership drawn from legal, business, academic, and civil society communities, gives it a unique ability to create opportunity for those most in need.

IDLO is based in Rome, with regional offices in Cairo and Sydney; a program office in Afghanistan; project offices in Kyrgyzstan, Kenya and Southern Sudan; a permanent observer office at the United Nations in New York; and a resource development office in Seattle.

For more information, please visit IDLO's website at www.idlo.int.

The Position

IDLO seeks a resourceful Security Manager who shall be responsible for all aspects of security risk management within the Organization, including ensuring that IDLO Security Policy is aligned with international best practices. The Security Manager will work directly under the supervision of the Managing Director & Chief Operating Officer. She/He shall provide technical assistance in the assessment of security risks and develop a security plan to mitigate assessed threats in IDLO's global operations. The Security Manager will also oversee the creation of a new Security Management Cell for the Organization and introduce procedures at IDLO's Headquarters, Regional Offices and Program Offices to enhance access control as well as create a culture of security awareness within the premises.

The following is a summary of other associated responsibilities:

Strategy

- Assist in the development and implementation of IDLO global security management procedures;
- Ensure that the IDLO Security Policy is aligned with international best practices and adequately guides the Organization's global security and risk strategies, priorities, and plans in ensuring that the highest security standards are integrated and prioritized;
- Collaborate with the Regional Directors and Field Program Managers to ensure that the IDLO security management strategy appropriately supports the regional and field operational program priorities;
- Identify and develop strategic regional and global security networks to exchange and share information on security issues affecting IDLO's operations; and
- Create a security network within IDLO to develop a flow of security related information essential in shaping a safe and secure environment in which staff can operate.

Technical Support

- Provide technical support to the Director of Programs Management, the Regional Directors, and Field Program Managers in the assessment of security risks and in the development of security planning to mitigate assessed threats in IDLO's operations;

The Position (cont'd)

Technical (cont'd)

- Develop operational security plans in support of IDLO staff to enhance the safety and security of their work environment;
- Develop an IDLO security risk rating system which will reflect Low, Medium, and High Risk operations and which would also define IDLO's Minimum Operational Security Standards;
- Provide technical support to national local staff in the field, as required; and
- Contribute to the development of policies, guidelines, and standards relating to security management as well as provide leadership in contextualizing and mainstreaming them within IDLO's global operations.

Operational Support

- Provide sound technical assistance to field program management teams and, where relevant, to Field Security Officers in the assessment of security risks and the development of security planning to mitigate assessed threats;
- Develop a surge capacity to assist and augment existing security management structures as required;
- Conduct periodic reviews of regional operations to ensure that the best security management practices are in place and advise accordingly; and
- Liaise with external security networks (UN, IO's, INGO's, Embassies, etc.) and develop sources of information on security issues and their likely impact on IDLO's regional strategies and operations.

Capacity Building

- Establish a security awareness training program for all staff, which may include facilitating and conducting training, engagement of trainers, or establishing institutional links;
- Engage with all levels of management to raise security awareness and introduce practices similar to that of other international organizations;
- Identify, share, and facilitate access to security tools and processes that can be implemented into IDLO's operations globally; and
- Assist in the assessment, development, and implementation of the capacity building plan for security management in accordance with IDLO Corporate Security policies.

Knowledge Management

- Compile a Security Manual which will incorporate IDLO's security policies, rules, and general security guidelines which will become the corner stone for security management within the Organization;
- Assist in the facilitation and coordination of a global security information sharing forum/network essential to the embedding of a security culture into all layers of IDLO's program activities;
- Encourage mutual learning on security management issues both regionally and globally;
- Produce security reports which reflect the surroundings in which staff work that will contribute to raising security awareness and help increase in-house appreciation of the program management environment;
- Maintain a continuous brief on international best practices in security management and analysis as well as identify relevant tools and processes;
- Support activities that will enrich and develop IDLO's Core Values; and
- Practice an inclusive leadership style that will be a role model for the staff team, peers, and others on security-related issues.

Ideal Candidate Profile

IDLO seeks a Security Manager who has a genuine interest and passion for the organization's mission. The ideal candidate will bring strategic guidance and security risk management skills as well as act as the key manager for the delivery of global security management procedures.

The Security Manager must have broad-based experience in performing rigorous analysis to produce policies, reports, or other operational recommendations that are rooted in accurate data and strong forecasts. He/She should also have extensive experience in hardship areas to effectively guide IDLO's security activities in those geographies.

The ideal candidate will be proactive and an excellent communicator, particularly in articulating IDLO's security policies and guidelines to internal and external stakeholders. In instances where the Security Manager acts as a representative of IDLO to external constituencies, he/she must be skilled in public speaking as well as presenting and summarizing salient points in an influential manner, often in cross- or multi-cultural settings.

Creating an environment of teamwork and cooperation is essential to the success of this position. The ideal candidate will have the knowledge and interpersonal skills to motivate and encourage relationships based on mutual respect and trust in multi-cultured teams.

Minimum Qualifications

A minimum of ten years of progressive experience in security management, preferably in a police or military context, or with considerable international field mission experience, is required. Candidates should have experience that demonstrates capabilities which include the ability to plan, operate under stress, excellent leadership qualities, and quick decision-making (with little margin of error) when rapid response is required.

An advanced university degree in social sciences or a related technical field, like the military or police academy, is essential. Relevant military or police training courses showing career progression with an emphasis on operational planning and communication skills, combined with significant practical and operational experience is highly desired.

An excellent knowledge of security management combined with a solid background of military or other security specialization is necessary. Political and social knowledge for the countries where IDLO currently has offices would be extremely valuable.

Solid technical skills are essential as is the ability to understand and consolidate varying specialization techniques, such as electronics, communications mechanics, explosives, and other sophisticated devices encountered in security system management.

Fluency in English is required. A knowledge of IDLO's other working language, French, would be an asset as would knowledge of Italian. A high degree of physical fitness is required.

The Security Manager will be based in IDLO's Headquarters in Rome, but will be expected to visit IDLO field office locations and program sites globally, as required.

To Apply

IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications. To apply, please visit IDLO's employment website at www.idlo.int/jobs.