

**Terms of reference**

**Operations Security Department – Middle East**

**Job title**: Operations security officer

**Location:** Beirut, Lebanon

**Description of duties:**

The Operations Security Officer reports directly to the Regional Operations Security Coordinator (CRSO) in the Middle East.

He/she supports the CRSO in analytical and operational functions. His/her main task will be to contribute to security monitoring in the countries covered by the CRSO and to produce regular security bulletins highlighting the main trends in the region. He/she will also be required to support the CRSO in updating security documentation for the various countries, and will contribute to other operational tasks as required (audits, etc.).

This job description may be adjusted according to the specific needs of the agency and the requirements of the position.

Analysis and reporting

* Monitor security dynamics in the countries covered by the CRSO and report regularly on significant incidents and changes in the context;
* Analyse the vulnerability of and access to specific areas (e.g. potential new areas of operation);
* Draft regular situation reports - e.g. monthly security bulletins highlighting the main trends;
* Support staff briefings and contribute to raising general awareness and pass on instructions to staff;

Security processes

* Working with the CRSO and in liaison with the Operations Security Department head office (DSO): contribute to updating security documentation in the region, and take part in drawing up and updating security plans;
* Participate in security audits of infrastructures and hosting sites (hotels, guesthouses, etc.) ;
* Assist in coordinating the geographical security network (national focal points) in the region ;
* Support the implementation of local security training for employees, in conjunction with the head office;
* May also be required to support the CRSO, in conjunction with the head office, in :
	+ Monitoring staff and their movements;
	+ Practical and technical implementation of field procedures;
	+ Controlling and monitoring security equipment.

Profile

* Master's level studies in a field relating to international relations/political science, security/defence issues or international development/cooperation;
* Monitoring and analytical skills;
* Proficiency and ability to work in English and French;
* Ability to work independently and make proposals;
* Reporting and writing skills;
* Proven experience in the field of safety and/or international development and cooperation.

Additional skills

* Proficiency in standard software (Word, Excel, Power Point);
* Use of GIS tools (datawrapper): ability to interpret geographical data and create visual representations to support operational activities;
* Excellent interpersonal and communication skills;
* This position requires the ability to adapt (working long hours and reacting quickly to emergencies).

Contractual information :

* Contract type : consultancy agreement / individual expert agreement
* Salary : Payment will be based on the number of working days each month, with no fixed salary.
* Start date : first half of July 2024 (NLT 15 July 2024)
* Recruitment process :
1. Shortlist
2. Technical test for shortlisted candidates
3. Interview

NB : applications will be considered on a rolling basis up until the closing date.

How to apply:

Intrested applicants must submit their applications to: lebanon.procurement@expertisefrance.fr `

The application must include:

* Applicant CV
* Signed copy of the terms of reference
* Copy of the ministry of finance number certificate
* Copy of the applicant passport
* Filled and signed copy of the application form

**The deadline for applications is 24th of June.**

**Expertise France respects equal opportunities and strongly encourages applications from women.**