

## ROLE PROFILE

<b>JOB TITLE:</b>	Security Advisor	<b>REPORTING TO (TITLE &amp; NAME):</b>	Capacity Development Manager
<b>TEAM:</b>	Capacity Development	<b>DATE LAST REVISED:</b>	April 2024
<b>LOCATION:</b>	Asia Pacific Region	<b>CONTRACT TYPE:</b>	2 year contract, with 6 months probation
<b>WEEKLY HOURS:</b>	Full time (35 hours)	<b>SALARY:</b>	Grade 6

### Principal Objective of the Team and Role

#### **Team Purpose:**

The purpose of the Capacity Building Team is to provide practical support to human rights defenders (HRDs) and organisations (HROs) at risk, to strengthen their capacities to analyse, manage, and mitigate the risks they face and to build their longer term protection. The Team will achieve its purpose through the development, implementation and evaluation of participatory methodology on holistic protection, including a comprehensive and adaptive training programme, training of trainers, mentoring, contractor support, individual and collective consultations, and products/ materials and events.

The team focuses on holistic protection including risk assessment and protection planning (RAPP), visibility for protection (VfP) and security advice. (Support on capacity building regarding digital protection and well-being comes from separate programmes within the organisation, and those teams will collaborate closely).

#### **Role Purpose:**

The Security Advisor role provides support to HRDs and HROs at risk in the Asia Pacific region (and occasionally at an international level), with a focus on personal, physical and organisational security and safety measures. The Security advisor provides support in different formats to suit HRDs/HROs needs, from one-on-one consultations, workshops, supporting in their offices, community meetings, online consultations, review of protection plans, or other formats as requested.

The role also involves assisting to strengthen Front Line Defenders' internal security systems, policies and procedures.

The Security Advisor will also be part of the Asia regional team, and contribute to the collaborative strategy planning, and the implementation of the main action plan for the region as it relates to their role.

## Responsibilities:

The key accountabilities and associated duties include:

### **Direct engagement with HRDs**

Complement FLD's holistic protection approach by supporting HRDs and HROs at risk in the Asia Pacific region (and occasionally at an international level) with a focus on physical, personal and organisational protection strategies.

- Undertaking field-based consultations with HRDs and HROs at risk, either alongside FLD colleagues or independently
  - Tailor the format of support to suit HRDs/HROs request, from one-on-one consultations, workshops, supporting in their offices, community meetings, or other formats as requested
  - Apply a do no harm approach of securely visiting HRDs in situ, tailoring advisory support to their context in their location (home, office, field sites, travel routes etc)
  - Be a link of support to connect HRDs and HROs with FLD's other program areas including Protection Coordinators, Protection Grants, Digital Protection Coordinators, Rest and Respite etc
  - Following missions maintain support for the HRD as required and requested through remote support, reviews of security plans, and maintaining supportive relationships with these HRDs.
- Undertaking remote consultations with HRDs and HROs at risk;
  - This could be in the form of arranging one on one consultations, online workshops, regular engagement or emergency crisis response
- Developing, regular updating, and providing a range of materials and resources for HRDs to strengthen their protection capacities; design and develop comprehensive training tools and programs that are responsive to the needs identified on assessments of diverse groups of HRDs at risk, incorporating language, gender, access, diversity, equity and inclusion (DEI), context and cultural sensitivities.
- Supporting the Protection Grants team by advising and engaging with HRDs who have submitted Protection Grant applications
  - Review Grant applications, offer suggestions to strengthen the proposed protection measures in the application, and offer support for the applicant
- Review protection plans of HRDs, providing guidance and support
- Maintaining capacity to conduct rapid response missions and consultations for emergency cases;

### **Internal FLD capacity building:**

Support the Capacity Development Manager and FLD team members with FLD's security management framework, risk mitigation and meeting duty of care. This may include working collaboratively with other staff members in further developing holistic responses to the needs of HRDs and FLD team members, including supporting the Capacity Development Manager and leadership team review and strengthen Front Line Defenders' security systems, policies and

procedures.

**External representation:**

Promote and improve the profile of Front Line Defenders, develop contacts and networks and build the profile of the position:

- Developing and maintaining positive external relationships with donors, other NGOs, government representatives, other relevant stakeholders as required

**Other**

Maintain flexibility to support other program areas

- Support with FLD events, working groups, trainings and other events as required

*This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.*

**Reporting Structure (number of team members supervised in this job):**

Directly: Nil

Indirectly: Nil

**Key Relationships (please specify contacts):**

Internal: Capacity Development Manager, Head of Capacity Development, Security Advisor, Capacity Development Coordinators, Protection Coordinators, Protection Grants team, Digital Protection team, Wellbeing Coordinator

External: HRDs, NGOs, Donors

**Salary**

The salary for this role is in the range of €41,025 to €48,060, Grade 6. This will be agreed on appointment. The role holder is responsible for complying with relevant tax and other legal requirements in their country of residence.

**Person Specification**

**Knowledge and Skills:**

Essential:

- Theoretical and practical knowledge of holistic security for HRDs, as well as the theoretical and practical knowledge of security management principles for individuals and organisations.
- Strong communication skills, both written and oral in English and another language from Asia Pacific region.
- Excellent knowledge of the Asia Pacific region, including familiarity with the human rights situation and environment in which human rights defenders operate.
- Strong knowledge of best practices for culturally appropriate mentorship methods, incorporating language, gender, access, diversity, equity and inclusion, context and cultural sensitivities.
- Strong interpersonal skills and the ability to build relationships of trust with human rights defenders.
- Self drive, initiative and capacity to pro actively support HRDs.
- An understanding and commitment to international human rights standards.
- Proficient project management skills to meet internal and external targets and deadlines.
- 
- Good computer literacy, basic digital security skills, and ability to write and maintain reports and data in a Database.

Desirable:

- Completion of relevant security related courses
- Knowledge of digital protection issues an advantage.

**Experience:**

Essential:

- Experience of leading risk assessment, threat assessment and the development and review of security plans. This could be in a similar sector such as humanitarian aid, development, etc.
- Experience of working successfully with people from different cultures and backgrounds.
- Experience working with an intersectional approach and with vulnerable groups

Desirable:

- At least three years professional security management experience. This could include a security management role for an international organisation, or a police or military role in international peacekeeping operations.

**Other requirements:**

- Frequent requirement to travel internationally into volatile contexts. As an indication, 6-8 times a year, for at least a week each time,
- Availability for on call hours during nights and weekends on a regular basis.

Front Line Defenders Values:
<p><b>1. Working with HRDs:</b></p> <ul style="list-style-type: none"> <li>• Commitment to our Work</li> <li>• Responsiveness to HRDs</li> <li>• Decision Making &amp; Problem Solving</li> <li>• Exercising Good Judgement</li> <li>• Listening</li> <li>• Results Focussed</li> <li>• Perseverance</li> </ul>
<p><b>2. Developing Myself:</b></p> <ul style="list-style-type: none"> <li>• Self-Awareness</li> <li>• Adapting to Change</li> <li>• Proactive Learning</li> <li>• Managing My Well-being</li> </ul>
<p><b>3. Working With Colleagues:</b></p> <ul style="list-style-type: none"> <li>• Respect for the Individual</li> <li>• Building Trust</li> <li>• Collaborative Working</li> <li>• Communication With Each Other</li> </ul>
<p><b>4. Leadership:</b></p> <ul style="list-style-type: none"> <li>• Strategic Thinking</li> <li>• Engaging With People</li> <li>• Stewardship of Resources</li> </ul>

Selection and Appointment:
<ul style="list-style-type: none"> <li>• To apply, candidates need to submit a copy of their application - CV and cover letter - via the <b>'Apply now'</b> button;</li> <li>• Cover letters should be addressed to <b>Josh Davis, Capacity Development Manager;</b></li> <li>• Only shortlisted candidates will be invited to attend for interview;</li> <li>• It is anticipated interviews will be held during <b>May 2024;</b></li> <li>• The appointment is expected to be effective from June 2024;</li> <li>• <b>Closing date;</b> midnight (local Irish time) on <b>16, May 2024</b> as per FLD vacancies page: <a href="https://www.frontlinedefenders.org/en/recruitment-volunteering">https://www.frontlinedefenders.org/en/recruitment-volunteering</a></li> </ul>

**Front Line Defenders is an Equal Opportunities Employer**