Security & Liaison Officer, Raqqa, Syria

Deadline:
01-12-2026

Contact person:
Fouad Khaznadar

Place of Work:
Raqqa

The Security & Liaison Officer supports the safe, informed, principled and sustained delivery of DCA's humanitarian operations in the area of responsibility. The postholder contributes to security risk management, staff safety, movement and journey management, emergency preparedness, incident response, security information analysis, and the development and maintenance of constructive relationships with authorities, community stakeholders, humanitarian actors, and other relevant interlocutors. The role supports operational access while upholding humanitarian principles, duty of care, and DCA policies and procedures.

Functional Responsibilities:

- Contribute to the development and implementation of safety and security policies, procedures, and protocols.
- Conduct safety and security risk assessments to identify potential security threats and vulnerabilities.
- Collaborate with other departments to integrate security measures into overall business operations.
- Oversee the installation, maintenance, and monitoring of access and security systems.
- Respond to security incidents and emergencies promptly.
- Manage access control systems to regulate entry and exit from secured areas.
- Conduct periodic audits to ensure compliance with access control policies.
- Approve Journey Management Plans (JMP'S) for operational staff visits.
- Provide training to employees on safety and security protocols and procedures.
- Conduct drills and exercises to ensure that staff are prepared for emergency situations.
- Foster a culture of security awareness throughout the organization.
- Investigate security incidents, breaches, and violations as directed.
- Coordinate with law enforcement agencies as directed.
- Develop and implement corrective actions to prevent future incidents.
- Maintain communication with relevant stakeholders, including employees, management, and external authorities.
- Prepare and submit regular reports on security activities, incidents, and trends.
- Provide practical safety, security and access advice to programme, logistics, and field teams.
- Represent DCA at area level, in relevant safety and security forums (INSO, UNDSS) and maintain accurate records of engagements and follow-up actions.
- Support timely acquisition, renewal, and management of permissions, approvals, and other access-related requirements, within delegated authority.
- Work with external security service providers or vendors to ensure the effectiveness of security measures.
- Evaluate and select security technology, equipment, and services.
- Stay informed about relevant laws and regulations pertaining to security.
- Monitor and analyse developments affecting humanitarian access, including administrative barriers, movement restrictions, community dynamics, and changes in local authority arrangements.
- Ensure the organization's compliance with security-related legal requirements.
- Assist with the development and maintain emergency response plans.

Minimum Required Knowledge & Experience:

- University Degree or equivalent professional qualification in security risk management, international relations, humanitarian affairs, political science, law, public administration, or a related discipline.
- At least 3–5 years of relevant experience in humanitarian safety, security, access, or risk management.
- Experience supporting staff safety and movement, including journey management, field-mission planning, communications protocols, movement tracking, and emergency preparedness.
- Strong stakeholder-engagement and liaison skills, with the ability to build constructive, professional relationships with local authorities, community representatives, humanitarian actors, and security actors while maintaining appropriate boundaries.
- Demonstrated security risk-management capability, including context monitoring, security analysis, risk assessment, mitigation planning, contingency planning, and incident response.
- Excellent Arabic and professional working (verbal and written) English, including the ability to conduct liaison, produce clear written security reporting, and communicate effectively with diverse internal and external stakeholders.
- Formal training in security risk management, first aid, crisis management, humanitarian access, civil-military coordination, or explosive-ordnance risk.
- Experience engaging with INSO, UNDSS, OCHA, humanitarian clusters, or area security-management structures.
- Experience supporting mine-action, explosive-ordinance-risk, protection, livelihoods, or integrated humanitarian programmes.

All interested candidates irrespective of age, gender, race, religion, sexual orientation, abilities or ethnic affiliation are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Code of Conduct, Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.