

Security and Access Officer-Damascus-Syria-National

Deadline:
09-09-2025

Contact person:
Ibrahim Ahmad Ismaeil

Place of Work:
Field-based

Who are we?

DanChurchAid supports people in the world's poorest countries in their struggle for a dignified life and helps those whose lives are in danger. We intervene with humanitarian aid in disaster-stricken areas, provide long-term support through development aid in poor areas and promote initiatives to create a more equal and sustainable world.

We show leadership and continue a 100-year tradition of hope and action. DanChurchAid is active in Africa, Asia, the Middle East and Ukraine with a presence in 19 countries and works to achieve four global goals: Saving lives, building resilient societies, combating extreme inequality and creating engagement. These goals reflect our work across humanitarian efforts, development and human rights.

P o s i t i o n a l O b j e c t i v e s

The Security and Access Officer contributes to the achievement of DCA programme objectives through the efficient and effective provision of security advice to DCA staff, access for DCA operations as well as assisting the Security and Access Manager in the implementation of the Security Plan. The range of activities may evolve over time.

The primary responsibility for this position is to support operations in Damascus and to organise international staff visits, with secondary responsibility for carrying out area risk assessments and collecting and collating information. The Security Officer will have to have an excellent knowledge of the security dynamics in Damascus and surrounding areas and be capable of writing accurate intelligence reports.

We are seeking a candidate who is committed to humanitarian principles, capable of providing clear security guidance, organized, calm under pressure, reliable, and motivated to ensure safe access for staff and operations.

If you have these qualities and skills, and you are looking for a meaningful opportunity to serve as a Security and Access Officer with a respected humanitarian and development NGO, we warmly encourage you to apply. By joining our team, you will play a vital role in safeguarding our staff, enabling humanitarian access, and ensuring that support reaches people who need it most.

Position Overview

- Position: Security & Access Officer
- Based in: Damascus
- Reports to: Security and Access Manager
- Number of positions: 1

Key Responsibilities

Networking, Liaison & Acceptance:

- Establish and maintain relations and a network of contacts allowing the collection of information related to humanitarian access in operational areas.
- Develop and regularly update internal maps on safe and un-safe areas and routes.
- Identify barriers to access and support the programme teams to develop strategies to address access and security issues. Support the programme teams to develop and implement community engagement strategies that promote acceptance and access.

Monitoring, Reporting & Analysis:

- Monitor information sources related to operational areas (personal contacts, email, blogs, webpages, twitter, etc.). Report immediately to the line manager and internal stakeholders any sudden changes on the access in the areas where DCA operates.
- Provide comprehensive, neutral and non-partisan information on security risks, threats and incidents to SAM. Assist the SAM in updating Safety Risk Assessments (SRAs) as per DCA policy. Identify indicators and key decision points and link them to the SRA and safety phases.

Training / Capacity Building:

- Deliver training materials, coaching and advice for staff and partners addressing humanitarian access issues with the support of SAM.
- Deliver training to DCA security personnel.
- Provide ongoing support for DCA national and international staff on security preparedness,

prevention and response including briefing of all new staff or visitors entering Damascus. Support may include SOPs; Contingency Plans (CPs); Security Management; Incident Reporting; Prevention and Response Mechanisms; and Communications.

Other Key responsibilities:

- Review reports on incidents and breaches.
- Engage on a daily basis with the field management to ensure that the daily operations meet operational requirements.
- Ensure field teams have an approved Journey Management Plan (JMP) before field visits take place.
- Monitor the satellite tracking system.

Key Working Relationships:

- Position Reports to: Security Access Manager.
- Position collaborates with: SAM, other DCA security staff and senior DCA program management.

Other Internal and /or external contacts:

- Internal: Field and support operations and program teams, Program Coordinators & Managers.
- External: NGO counterparts and local authorities, community liaisons.

Job

Requirements

- Resident of Damascus with solid local knowledge of the context and access dynamics.
- A university degree in a related field.
- Very good English (spoken & written); strong report-writing skills are essential.
- Proven experience in security, safety, or access management.
- Previous experience liaising with local authorities, community leaders, and humanitarian actors.
- Previous experience with journey management systems and satellite tracking is an advantage.
- Very good communication and interpersonal skills, able to engage effectively with both internal staff and external stakeholders.
- Strong analytical skills, with the ability to collect, interpret, and present complex information in a clear and effective way.
- Good computer literacy (MS Office, mapping tools, tracking software).
- Availability to travel within Syria when required.

What we offer

- A very competitive salary package
- 2 days of paid annual leave per month
- Medical insurance coverage
- Training and capacity building opportunities, including access to internal learning resources.
- An interesting and challenging experience addressing humanitarian needs
- Skilled colleagues and comprehensive support
- A positive, respectful, and caring work environment where staff well-being is prioritized.

How To Apply

- We are an equal opportunity employer and value diversity within our organization.
- All qualified candidates, irrespective of age, gender, race, religion, or ethnic affiliation, are encouraged to apply for the vacancy if they meet the requirements outlined above.
- The candidate 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.
- **Please note that only short-listed candidates who meet the requirements will be contacted.**
- The closing date for applications is 09/09/2025

