Security & Access Manager to DanChurchAids programme in Ukraine (SAM)

DanChurchAid (DCA) is an international non-governmental organisation (INGO) with offices in 20 countries worldwide. DCA has been operating in Ukraine since the start of hostilities in 2022, implementing a multi-sectoral humanitarian programme covering WASH, Humanitarian Mine Action (HMA), Cash Assistance, Livelihoods, and Protection.

DCA invites applications for an experienced Security and Access Manager (SAM) for its Ukraine programme. This is a non-family position based in Kyiv, with frequent travel to other areas within Ukraine.

About the Role
The SAM will provide operational input and planning across all DCA projects, ensuring that organisational security policies and procedures are responsive to the context, well-implemented, and understood by all staff and visitors. You will also advise on humanitarian access processes and facilitate access in both existing and new locations for DCA offices and activities. The SAM is a key member of the Senior Management Team (SMT) and reports directly to the Country Director.

You will be working in a dynamic and high-risk environment, requiring strong situational awareness, cultural sensitivity, adaptability, and attention to detail. If you are a motivated and experienced security professional looking for a challenging yet rewarding opportunity with a leading humanitarian and mine action organisation, we encourage you to apply.

Position objectives:
The Security and Access Manager is responsible for developing and implementing the safety and security of personnel, assets, and programmes in accordance with the DCA Duty of care and SoPs in country offices and field offices, since these are areas that may pose risks due to conflict, natural disasters, or other threats. Strong analytical and problem-solving skills, Excellent communication and interpersonal skills and ability to work in high-stress environments are key to holding this position as is Familiarity with the local context and understanding of security dynamics.

Specific Duties and Responsibilities:

- **Security Risk Management**: Conduct regular security assessments, analyse trends, and implement risk mitigation strategies.
- **Planning & Preparedness:** Develop and oversee security plans, crisis response protocols, and ensure compliance with safety procedures for personnel, facilities, and assets.
- **Training & Capacity Building:** Conduct staff and partner security training, build local staff capacity, and coordinate annual IMT scenario training.
- **Incident Response & Coordination:** Provide leadership during emergencies, ensure timely reporting, and maintain effective communication with stakeholders.
- **Stakeholder Engagement:** Represent DCA in external security forums, liaise with local authorities, humanitarian partners, and security forces.
- **Reporting & Compliance:** Document and analyse security incidents, provide monthly updates to the SMT and HQ, and ensure adherence to reporting requirements.
- **Operational Support:** Oversee security measures for transport and logistics, ensure facility safety, and manage security budgets in collaboration with department heads.
- **Security Culture & Awareness**: Promote a culture of security awareness across the organisation.

We are looking for the following qualifications and experience:

- A minimum of 4 years of NGO work experience within international humanitarian assistance programmes with demonstrated capabilities in planning, organising and executing humanitarian security operations in the field.
- Recognised education or professional training in a security-related field.
- Understanding of the humanitarian principles linked to NGO field and operations contexts.
- Advanced knowledge in communications technology (including satellite phones, VHF/UHF

radios, GPS tracking systems, and secure messaging platforms).

- Proven and demonstrated experience as a trainer; ability to develop, implement, facilitate and impart learning to a wide range of audiences.
- Ability to gain a precise understanding of the various local, regional, country and international policies, operational positions and interactions, providing clear dynamic briefings and analysis of given and unfolding security and political situations.
- Regional experience (preferred).
- Strong leadership, team building and communication skills.
- High level of spoken and written English is a must.

We offer:

- A contract period of 1 year (renewable based on funding and performance).
- A competitive salary package.
- 30 days paid annual leave, with additional Rest and Recouperation (R&R) days (20).
- An interesting and challenging experience addressing humanitarian needs.
- A dynamic, flexible and respectful working environment that will give you the freedom to work and support to succeed, and the opportunity to grow and advance within the organisation.

Closing date of application is 07.03.2025. A screening process is expected to be held in the following week, and with the starting date as soon as possible thereafter. Interviews will be conducted on a rolling basis. Questions regarding the position can be directed to Barry Jolly via e-mail: bjol@dca.dk.
Only applications in English and consisting as a minimum of a CV and a cover letter will be considered, and only short-listed candidates will be contacted.

The interviews with the shortlisted candidates are expected to take place approximately 1 weeks following the closing date. Initial interviews will take place using Teams.
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 Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.