Security Officer - Dnipro, Ukraine

The overall objective of this position is to provide operational input and planning to all DCA projects and work to ensure that organizational security policies and procedures are responsive to the context, adequate and known to all staff and visitors to the programme. You will advise on humanitarian access processes and approaches, help develop and facilitate access in existing and new locations for DCA offices and activities. The Security Officer reports directly to the Security Access Manager.

Main responsibilities

- Provide technical support to the SAM/ Country Director (CD) on all policies, procedures, guidelines and planning for staff safety, operational security and programme continuity;
- Travel regularly to field locations and assess all project location access routes and areas;
- Help develop, evaluate, review and update the security management plans on a regular basis. Reference and ensure compliance with DCA Security Policies, Manuals and Frameworks within the Security Management Plan and all annexes;
- Conduct and update security assessments for DCA's areas of operation, and formulate and share comprehensive security and risk assessment reports;
- Work with SAM/CD and the Senior Management Team to develop, consolidate, implement and update operating procedures and contingency plans;
- Participate, if required, in the country office incident management team (IMT)
- Develop and maintain relationships with local authorities, local leaders and other stake holders within DCA areas of operations. Work to ensure that DCA, its mission and work in the areas of operations is known and accepted by all stakeholders. Report outcomes, updates and recommendations to CD;
- Liaise with all relevant local, national and international security actors, and security management counterparts within the humanitarian community including INSO and attend roundtables/meetings;
- Monitor the security situation locally and countrywide on a daily basis.
- Ensuring staff are made aware of relevant security information and advising as to any necessary changes to operating procedures as required
- Ensuring safety and security equipment is procured, allocated as determined by the risk assessment and maintained in working order
- Work closely with logistics and financial department on the preparation of well-formulated and realistic security budgets as well as to ensure assets control;
- Provide Safety and security briefings to all country visitors and newly employed staff and include them in all safety and security plans.
- Formulate and maintain up to date risk analysis matrix for DCA areas of interest;
- Conduct DCA premises and visitor hotel site security surveys
- Ensure adequate security measures are in place for DCA premises, DCA staff, DCA assets, and DCA operations;
- Ensure the preparation of bomb shelters, hibernation kits, first aid kits and grab bags and ensure they in place and used as per security SOPs.
- Be the main point of contact for security incident reporting, receiving information and submitting final reports:
- Help develop security training programme for DCA international and national staff and provide regular trainings for DCA staff on security preparedness, prevention and response. Trainings should include Standard Operational Procedures (SOPs), Contingency Plans (CPs); Security Management; Incident Reporting; Prevention and Response Mechanisms; Communication methods and protocols, etc.

- Communicate and update staff of changes and management on changes in security context/developments including outside of office hours.

Requirements

Education & Experience

- Relevant education or professional training in security, safety, or related field
- Minimum 2-3 years of experience in safety/security, ideally with an NGO, INGO, or humanitarian organization.
- Experience liaising with local authorities, security actors, or community representatives is an asset.

Skills & Competencies

- Good understanding of safety and security principles in a humanitarian context.
- Ability to gather, analyse, and share security information clearly and concisely.
- Strong interpersonal and communication skills; able to work well with staff and external contacts.
- Computer literacy (MS Office, messaging apps, mapping tools).

Languages

- Proficiency in Ukrainian
- Working knowledge of English to support communication with international staff and HQ.

Mobility & Availability

- Based in Dnipro but willing and able to travel regularly to project locations outside the city.
- Flexibility to adjust working hours in case of security incidents or urgent needs.

Personal Attributes

- Reliable, proactive, and able to work independently under the supervision of the Security & Access Manager.
- Calm and solution-oriented under pressure.
- High standards of integrity, confidentiality, and professionalism.

Additional Assets (not mandatory)

- First aid knowledge or willingness to undertake training.
- Familiarity with GPS/communication devices (InReach, radios).
- Previous participation in security or humanitarian access trainings

Work related travels are expected in this position.

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.