

## Job Description

<b>Job Title</b>	<b>Security Manager</b>		
<b>Strategic Business Unit</b>	TVET IV	<b>Region, Country</b>	Islamabad, Pakistan
<b>Pay Band</b>	LTTA Contract	<b>Contract Duration</b>	3.9 Years Consultancy Contract
<b>Deadline To Apply: 11:59 PM - 24<sup>th</sup> September 2024</b>			

## About the project

This project is a 46-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

## About the role

The post holder will ensure a safe and secure office environment for project staff and support the project staff in delivering project activities by through the implementation of a robust security management plan.

The appointee will have responsibility for:

## Security Policies and Office Management/Access

- Support the project delivery by the development of a robust security management plan in coordination with the Security team at British Council and ensure it is updated on a regular basis.
- Ensure that all new project staff and visitors are briefed on appropriate security policies.
- Coordination and management of access to office space by staff and visitors in coordination with the project team.
- Ensure staff identification passes are renewed before expiration and that passes are ordered for new joiners before their joining date.
- Coordinate and deliver safety and security awareness sessions with project staff.
- Maintain comprehensive context analysis and risk assessment in coordination with the British Council Security team.
- Be the focal person for staff safety processes such as telephone tree, maintenance of next of kin information and all other security related documentation for project staff.
- Maintain an updated log of staff travel within the country.
- Ensure staff lists are maintained and regularly updated for emergency evacuations.
- Checking office used vehicles on a regular basis with regards to safety and emergency kits.
- Ensure project staff is delegated responsibilities relating to fire, health and safety and fire wardens are nominated and have refresher trainings as per policies.
- Develop security SOPs for Project team and ensure its implementation.
- Carry out context analysis of project operations areas to get updated information about the areas of operation.
- Arrange safety and security emergency drills for staff to keep them up to date on practices.
- Ensure that the office building is equipped with required safety and security protocols and equipment and its renewal.
- Ensure an effective incident reporting mechanism is in place for project staff.
- Maintain and update security phone tree and alert all staff on security related matters/incidents.

### **Stakeholder Management**

- Coordinate with external stakeholders, project partners with regards to security specific issues and to get updates on security related matters.
- Ensure that project team are adhering to safety and security policies and SOPs.
- Maintain contacts with relevant security agencies, local law enforcement agencies and relevant stakeholders to gather security related information.
- Attend security related meetings with Local law enforcement agencies, INGOs security forums.

### **Coordination with British Council Team**

- Coordinate with British Council Security team and providing support to the Team Lead and during emergency evacuations.
- Support the project team in getting the necessary consents for Travel Clearance Approvals (TCAs) and Risk Assessment Forms.

### **Safeguarding**

- The post holder will understand the importance of safeguarding and ensure policies and processes are in place to offer maximum protection of children, young people and adults

in the project and at all relevant events and venues and ensure compliance with the British Council's safeguarding policy and its implementation standards in the project.

- Undertakes project safeguarding risk assessment and monitors the implementation of activities accordingly.
- Escalating all safeguarding concerns to the National Safeguarding Manager, Pakistan
- Ensure partners/third parties are aware of their duty of care for protecting children and adults.

### Reporting and Line Management:

The security manager will report to Senior Programme Manager.

### Required qualifications and experience

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of providing security support to donor funded projects.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Three years of relevant experience in the development sector</li> <li>• Experience of working with donor funded projects.</li> </ul>	
<b>Qualifications</b>	16 years of education	
<b>British Council values and behaviours</b>	<p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p> <p>The behaviours for each values pair can be found on our <a href="#">Intranet SharePoint site</a> for internal staff and at our Careers portal for external applicants.</p>	
<b>Condition of employment</b>	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	

### Submission guidelines:

Email subject: Application for 'Post title'

Kindly share your CVs along with cover letters on the following address:  
**[tvet.iv@britishcouncil.org.pk](mailto:tvet.iv@britishcouncil.org.pk)**

Applicants failing to comply with the above-mentioned guidelines will not be considered. (Only Shortlisted candidates will be called for interviews).