

Job description

Senior Security Risk Management Advisor – ()

Name:	N.N.
Manager's function:	Head of RMO
Organisational unit:	2B00
Country:	Pakistan (ISB)
Job description created on:	23.07.2025

National staff ☒

Core tasks

In your role you are responsible for operational security risk management at a specific location or in a specific region. You advise the country director and other actors on the relevant security requirements and on measures related to incident and crisis management, and work in consultation with security management at GIZ Head Office and the relevant national and international actors. In your role you assume management responsibility for at least six staff members (in bands 1 to 5), with due regard for P+R and GIZ's applicable HR policies, instruments and procedures.

You are responsible for complex and difficult issues that are of fundamental significance to GIZ, which require specific and in-depth technical knowledge and a high degree of management expertise.

Together with your specialists, you coordinate the production and communication of security risk assessments, security briefings and plans to all actors concerned and implement GIZ's security standards in agreement with the local or regional Risk Management Office (RMO) team leaders.

In consultation with your line manager and the relevant actors, you examine the existing structures and develop new forms.

You are also responsible for maintaining and expanding networks with various external actors.

In your role you assume management responsibility for at least six staff members (in bands 1 to 5), with due regard for P+R and GIZ's applicable HR policies, instruments and procedures.

You are also responsible for knowledge management, such as training measures, in your thematic area.

In consultation with the country director or your line manager, you use your contacts both to act as a point of liaison for all matters in your specialist field and to strengthen alliances and cooperation arrangements on behalf of the company.

You perform the tasks assigned to you by your line manager, where required.

Main activities

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- Be responsive to the needs of all individuals – staff, interns, clients, and partners, regardless of their diverse characteristics like ethnicity, race gender, sexual orientation, religion, age, or disability status etc.
- Assess capacities and facilitate the required skill development of the team in the assigned area of responsibility to enhance gender and diversity aspects
- Acts as first points of contact for staff after a traumatic incident, for emergency processes/drills, in a sensitized manner with regard to gender and diversity perspective

Management

- Closely interact with Corporate Security Unit (CSU) for any clarifications, incident reporting, and implementing fresh guidelines, as instructed by HRMO or when deputizing HRMO.
- Implement medical guidelines at GIZ Pakistan issued by Medical Department at HQ, as instructed by HRMO or when deputizing HRMO.
- Provide material input to the HRMO's RMO budgeting, planning and forecasting, as instructed by HRMO or when deputizing HRMO.
- Oversee the development, implementation and regular maintenance of the RMO IDA page
- Act as the point of contact for Regional SRM Hub Asia Pacific, as instructed by HRMO or when deputizing HRMO.
- Responsible for leading and the overall management of the Risk Management Office, as instructed by HRMO or when deputizing HRMO.
- Manage and coordinate tasks within the RMO Analysis Unit and regional risk management team in respect to all operational/administration issues, including roster arrangements and 24/7 staffing of OR in consultation with HRMO.
- Provide support to the RMO Analysis Unit in the development and refinement of Foresight Security Analysis (FSA) Early Warning Indicators (EWI).
- Support in the design, coordination, and implementation of crisis management plans, including the planning and execution of emergency preparedness drills and simulations.
- Implement SOPs pertaining to travel, registration of staff and emergency communications.
- Oversee all aspects of travel management, including travel requests, clearances, and allocation of armored vehicles.
- Ensure staff data is collected, securely filed and that staff lists are accurate at all times.
- Keep the Personal Data Sheet (PDS) files stored and ensure confidential handling.
- Collect and present security-related information as required.
- Oversee maintenance of the incident database.
- Oversee and coordinate immediate incident response.
- Establish and maintain crisis management plans and key member of action teams in crisis management of GIZ and KfW Pakistan.
- Report specific incidents with analysis and recommendations.
- Deputize the regional risks management advisors when required.
- Undertake official travel to different areas for assessment as required.
- Conduct briefings of new staff and visitors.
- Ensure quality and documentation of OR activities.
- Oversee the regular head count for international staff.
- Supervise, and support induction of new operational equipment and tools.
- Responsible for staffing, assessing, developing and assigning roles/responsibilities within the RMO.

Coordination & Communication

- Engage with senior management of GIZ and KfW in Pakistan in the absence of the HRMO or upon request. Represent the RMO in other form of GIZ or KfW as requested.
- Maintain frequent communication with GIZ projects and KfW.
- Maintain field mission reports.
- Maintain accommodation record of international staff and MAPs
- Ensure gradual mapping of GIZ office locations and AoO across Pakistan.
- Maintain statistics of official movements and area of operations visits.
- Coordinate and review initial incident reports.
- Responsible for maintaining contact list of relevant LEA/CCMC/armed forces.

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- Review and contribute to the routine security reporting.
- Ensure standardized security briefing and maintain database of briefings conducted.
- Oversee and maintain an approved database for accommodation and events within Pakistan.
- Ensure implementation and regular update of relevant SOPs within the scope of RMO.
- Keep the regional security management advisors up to date on countrywide security and safety events.
- Formulate SOP's relevant to the RMO aspect, as needed.
- Review and update RMO SOPs, as and when required.

Advisory, assessment, liaison and reporting

- Performance assurance of work of regional security risk management advisors.
- Introduce and disseminate new and ensure required updates to policies, rules, procedures and guidelines relating to Risk Management for all GIZ/KfW offices
- Conduct assessment and analyse the security situation countrywide.
- Lead the review of RMO policies, such as SOPs, crisis management protocols and internal procedures, and revise on yearly basis based on feedback from the country management and/or changes in the security environment.
- Information management: collect, collate, present security related information from national agency counterparts.
- Manage and adjust RMO internal communication procedures.
- Liaise with official and informal national civilian authorities concerning security issues.
- Liaise with international and national security entities.
- Maintain regular contact with relevant national LEA, UNDSS, armed forces and other ministries.
- Conduct security risk assessments for current and new projects/programmes on request or when required.
- Oversee and coordinate hotels, guest houses, and site assessment.
- Advise all staff on security issues.
- Act as a point of contact for all administrative matters within RMO.
- Represent and participate in all relevant internal meetings and exchange.
- Oversee performance of security guard company in coordination with the security risk management advisor for Islamabad.

The brief profile is not intended to provide a full and complete description.

(Where appropriate and reasonable, the position holder is willing to perform tasks outside the scope of the job description.)

Qualifications and specialist knowledge (optional, if required)

(Qualifications and specialist area)

- Master's degree in relevant subject or comparable qualification.
- 10-15 years of comparable and relevant professional experience with several years of experience with management and leadership responsibility.
- Security-related training courses will be an added advantage.
- Ability to design and deliver security-related trainings.
- Ability to work under stress and time pressure, frequently outside of normal office hours.
- Demonstrated experience in crisis management (preparedness, training and/or exposure to crises)
- Good ITC skills (Microsoft Office).
- Language skills (very strong spoken and written English).
- Excellent report writing and analytical skills.
- Cultural sensitivity and adaptability.
- Excellent negotiation and communication skills
- High level of professional empathy in order to best understand the needs of the RMO clients and how to advise them with the most effective measures and recommendations.
- Strong experience in engagement with clients from diverse cultural and international backgrounds.
- Strong knowledge and understanding of development/humanitarian work and international organisations

Job description

- Good decision maker and team player
- Proven ability to work with personal and sensitive information, treat sensitive data professionally and demonstrate respect for these kind of information when fulfilling the objectives of the job.

This position is assigned to salary band 5