

# Consultancy- Security Manager

|                      |  |
|----------------------|--|
| <b>Title</b>         | Security Manager Consultant                  |
| <b>Duty Station:</b> | Home-based with field missions (as required) |
| <b>Duration:</b>     | 9 months / 2.5 days per week (renewable)     |
| <b>Reporting to:</b> | Director of Finance and Business Support     |
| <b>Start Date:</b>   | 1 April 2026                                 |

## Background

HelpAge operates in fragile and conflict-affected environments across Africa, the Middle East, Asia, and Latin America. Ensuring the safety, security, and operational continuity of staff and programmes is central to our humanitarian mandate. The organisation seeks to strengthen its global Security Risk Management (SRM) framework and enhance field-level capacity for security, access negotiation, and crisis management.

To this end, HelpAge seeks a part-time (20-hour/week) Security Manager Consultant to provide technical expertise, strategic direction, and mentoring support to global and country teams.

## Objective

The objective of this consultancy is to provide technical advice and capacity strengthening to enhance HelpAge International's security risk management systems, policies and practices, ensuring safe and effective programme delivery

The consultant will support HelpAge in enhancing its institutional security risk management framework, improving operational access, and embedding best-practice standards for safety, security, and duty of care.

## Scope of Work

The consultant will undertake the following tasks:

### 3.1 Strategic Security Risk Management

- Review, refine, and harmonise the organisation's global SRM framework in alignment with GISF and UN standards.
- Develop or update global and country-level security policies, procedures, and guidelines.
- Provide strategic advice to senior leadership on emerging security threats, geopolitical developments, and access implications.

### 3.2 Operational Support and Capacity Building

- Conduct Security Risk Assessments (SRA) and country audits in priority operations.
- Facilitate staff capacity development through tailored trainings (HEAT, Crisis Management, Family Liaison).
- Mentor regional and national safety focal points, building sustainable internal security management capacity.
- Support the integration of Gender, PSEAH, and Duty of Care principles into security management systems.

### 3.3 Crisis and Incident Management

- Strengthen the organisation's crisis management structures, including contingency planning, communication protocols, and decision-making processes.
- Facilitate after-action reviews of major incidents and develop learning reports and recommendations.
- Advise on access negotiation, staff evacuations, and emergency response planning in high-threat environments.

### 3.4 Representation and Coordination

- Liaise with peer agencies, UN, INSO, GISF, and host government authorities to ensure effective coordination and information sharing.
- Represent the organisation in global or regional security networks and forums as required.

## Deliverables

- a) Updated and standardised global **Security Risk Management framework and tools**.
- b) Revised set of **Security Policies, SOPs, and Contingency Plans** for field missions.
- c) Comprehensive **risk assessment reports** for at least three high-priority countries.
- d) Delivery of minimum two **HEAT or equivalent** security trainings for staff.
- e) Security **training materials and sessions** for staff, including newcomers.
- f) Establishment of a **monitoring system for security incident reporting** and trend analysis.
- g) **Periodic progress updates** and a **Final Report** summarising key achievements, lessons learned, and recommendations for institutional sustainability.

## Timeframe

The assignment will cover **a 9-month period**, renewable based on performance and institutional needs. Estimated input: **up to 90 working days**, including field travel to designated offices.

## Reporting and Communication

- The consultant will report to the Director of Finance and Business Support.
- The consultant will maintain regular communication with the Head of Operations and the relevant technical departments.
- The consultant will have the ability and willingness to work flexible hours and

days to accommodate multiple time zones and provide out-of-hours security support as needed

## **Qualifications and Experience**

- At least 20 years of progressively responsible experience in humanitarian security risk management and access coordination.
- Proven leadership experience as Global or Regional Security Advisor in major INGOs.
- Demonstrated expertise in crisis management, conflict analysis, and negotiation with non-state actors.
- Certified instructor in HEAT, or equivalent field safety training.
- Proven ability to design SRM frameworks and policies for international organisations.
- Advanced academic background in International Relations, Public Policy, Security Studies, or related disciplines.
- Fluency in English; working proficiency in other languages is an asset.

## **Fees and Payment Schedule**

The consultant will be paid an agreed daily rate (GBP) based on qualifications and experience, inclusive of preparation, travel, and reporting time. Payment will be made monthly at the end of each month.

## **Ethical Conduct and Safeguarding**

The consultant shall adhere to the organisation's Code of Conduct, Anti Bullying harassment and Sexual Harassment Policy, Diversity and Inclusion Policy, Prevention of Sexual Exploitation and abuse Policy, Safeguarding Policy, Raising a Concern Policy, Anti Corruption Policy.

The consultant must uphold the highest standards of ethical conduct and demonstrate a strong commitment to safeguarding, integrity and accountability.

## **Confidentiality, Data Protection and Information Management**

Given the highly sensitive nature of this role, the consultant will handle confidential operational, security-related and personal data.

The consultant must maintain strict confidentiality during and after the assignment and comply fully with applicable data protection legislation, including GDPR.

Any data breach or suspected breach must be reported immediately in line with HelpAge procedures

## **Intellectual Property and Ownership**

All materials, analyses, tools, training content, reports and other outputs produced under this consultancy are the exclusive intellectual property of HelpAge International. The consultant may not reproduce, reuse, publish or share any materials without prior written authorisation from HelpAge International.

These obligations continue after the end of the consultancy.

All information gathered during this consultancy is confidential and may not be disclosed without prior written consent.

## **Travel and Logistics**

All authorised travel expenses (flights, visas, accommodation, per diem) will be arranged and covered by the organisation according to existing travel policies.

## **Application Process**

Interested consultants are invited to submit an Expression of Interest (EOI) to [Jobs@helpage.org](mailto:Jobs@helpage.org) with the email subject: Consultancy- Security Manager

The short EOI should include:

- Cover letter outlining their suitability for the assignment.
- CV highlighting relevant experience.

Applications should be submitted by Friday, 6 February 2026. Only shortlisted candidates will be contacted.