



JOB VACANCY

Position Title	: Security Program Manager
Position End Date	: 31 December 2025
Duty Station	: Monrovia, Liberia
Reports To	: Regional Security Manager

Mission Statement

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through His Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

Job Summary

The Security Program Manager (SPM) is responsible to assist the Regional Security Manager to promote and support the success and security of all field programs and staff. The Security Program Manager will help maintain security for all field programs, operating sites, and facilities. This position will also help develop and maintain local security and evacuation plans and policies in accordance with SP policies and procedures. The Security Program Manager will regularly make site visits to program areas to assess the security environment. This position will also help facilitate the community acceptance model of security in the communities where programs are operating.

Job Duties

Include the following. Other duties may be assigned.

- Develop and maintain relationships with diverse personnel who affect security of SP personnel. These include but are not limited to local authorities, police, military, other NGOs, UN and government leaders.
- Analyze open source and confidential information to continually assess the national and local threat levels.
- Develop local contacts who can provide real-time information in SP areas of operation.
- Maintain up to date information on political, economic and social status on a national level.
- Provide inputs to the SP LIBERIA Security Management Notebook (SMN).
- Help maintain internal theft protection by liaising with Logistics to ensure compliance.
- Maintenance of the Security Protocols / Manual and incident records.
- Make Regional Security Manager aware of observed changes to security status, information, needs, and concerns.
- Monitor potential and present emergencies and keep all staff informed of events, as directed by the Regional Security Managers.
- Provide inputs to emergency action plans (EAPs), evacuation plans and other contingency plans.
- Work closely with the leadership to determine appropriate solutions to staffing and program needs in areas of responsibility.
- Work closely with country leadership in advising on travel restrictions and program hibernations.
- Ensure efficient use of funding and accurate financial reporting. Assist Regional Security Manager in preparing annual budget.



- Other duties and responsibilities as assigned by the Regional Security Manager.

Skills Required

To perform this job successfully, an individual must be willing to abide by Samaritan's Purse's Code of Conduct and understand the principals of Samaritan's Purse's statement of faith, as well as be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

- Ability to coordinate activities, building and maintaining positive working relationships,
- Ability to understand complex security situations and advise program design accordingly,
- Ability to analyze information to develop a complete picture of security situations,
- Excellent planning and organizational skills,
- Networking and team building skills,
- Flexibility and adaptability,
- Ability to communicate and interact well with people of different educational, linguistic, cultural and socio-economic backgrounds,
- Diplomacy, negotiating skills,
- Impeccable integrity and honesty,
- Committed to following the SP code of conduct, values, and ethical standards,
- Humble team player,
- Strong cross-cultural communication skills, both written and verbal,
- Level-headed and calm demeanor; able to firmly, yet professionally, direct people when the need arises,
- Self-starter and motivated to succeed, regardless of the task,
- Situational awareness, attention to detail, anticipation of events, and follow-up,
- Previous experience in security, preferably with a non-governmental organization (NGO),
- Strong organizational and problem-solving ability,
- Flexible and adaptable to changing schedules and requirements,
- Willingness to travel in the field,
- Willingness to work in a field environment (including extended periods outside in extreme cold or heat temperatures, and in proximity to active combat areas or within areas that have potential for explosive hazards),
- Ability to drive a standard transmission vehicle and understanding of defensive driving principles,
- Ability to use – computer – (PowerPoint, word, Excel, publisher, Outlook...),

Education / Experience Needed

- Previous experience in a security position, preferably with a NGO. Minimum 2 year of management experience, preferably in a high-risk location. Proven management and leadership experience.



LANGUAGE

- English (spoken and written required),
- Local languages (spoken required, written strongly desired),

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand; walk and run; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- May travel in zones with exposure to explosive remnants of war (ERW) and hostile forces
- Work in a security context that is fluid

How to apply: Interested applicants should send CVs and cover letter to Samaritan's Purse Office ELWA Compound, Monrovia: HR Manager alternatively, by email to: SPLiberiaHR@samaritan.org Deadline for submission of all applications is Friday, July 18, 2025 at 4:00pm. Only short-listed applicants will be contacted.