**OCHA Country Office Security Focal Point Terms of Reference**

**(OCHA COSFP)**

The OCHA Country Head of Office in coordination with the OCHA HQ SFP/security team may appoint, in writing, a senior internationally recruited staff member (who is not a security professional) to be the OCHA Country Security Focal Point (OCHA CSFP). This person is accountable to the Head of Office for the management of those day-to-day security related tasks and activities in support of country office operations that she/he has been directed to perform.

Reporting and Oversight:

For day to day security activities related to the OCHA CSFP function only, the nominated staff member will report to the OCHA Head of Office, who maintains all accountability (as per the internal OCHA Security Policy/Framework for Accountability). For any policy and/or technical security advice the OCHA CSFP should seek guidance from the security professionals in country (UNDSS), or through the OCHA HQ SFP/security team.

To achieve this the OCHA CSFP, through the OCHA HoO will be responsible for:

* Ensuring that the country office has all the relevant and updated OCHA and UNDSS security related documents;
* Ensuring that all mandatory reports are forwarded to the OCHA SFP at HQ;
* Assisting the Head of Office in the implementation of SRM/MOSS and RSM; and
* Ensuring that all OCHA staff are kept informed of matters affecting their safety and security in accordance with advice received from the Head of Office, the OCHA CSFP or other relevant security officials in country.

OCHA CSFP -- your role:

* Is accountable to the OCHA Head of Office for the management of those day-to-day security related tasks and activities in support of country office operations that she/he has been directed to perform.
* Ensure all OCHA personnel have access to the UNDSS country security briefing and it is provided to all OCHA personnel;
* The HAO/CSFP will participate in the security cell at field level in order to bring the humanitarian needs to this forum and facilitate upcoming humanitarian operations, e.g. overarching humanitarian needs and priorities, road movements/MSCR processes, etc.
* Ensure all OCHA personnel are aware of any relocation and/or evacuation plans;
* As a field based OCHA CSFP be able to better understand the organisation and functioning of the UN SMS and DSS.