



Detailed announcement

Security Supervisor

The Representative Office of Switzerland in the occupied Palestinian territory (oPt), wishes to recruit a fulltime **Security Supervisor**, based in its office in Ramallah. The recruitment will be facilitated through Excellence Hire.

The Representative Office represents Switzerland's interests in the Occupied Palestinian Territory, implements Switzerland's development cooperation and humanitarian aid on the ground and handles consular affairs.

The main tasks include:

- **Situation monitoring and reporting:** Monitors and analyses security information and identifies emerging security risks. Develops and maintains security network.
- **Office and staff security:** Acts as focal point for staff, local authorities and local emergency services. Serves as a member of the Security Management Team (SMT) and the Crisis Management Team (CMT). Oversees security management of important events and visiting missions.
- **Field missions:** Provides pre-mission assessments and security monitoring of field visits and missions. Supervises planning of travels with concerned staff and manages staff movement control.
- **Buildings and logistics:** Conducts security assessments of premises and ensures maintenance of security inventory. Ensures readiness of the Representation in preparation of a crisis, including hibernation preparedness.
- **Training:** Develops and implements a training plan to enhance staff preparedness and mitigation capacity. Organises security and safety-focused training and provides in-house coaching.

Essential requirements:

- Minimum of 5 years of experience in a comparable position, including managing security and security risks, preferably in an international work environment.
- Excellent overview and understanding of the security context.
- Highest degree of reliability and discretion. Ability to work in a structured and independent manner.
- Results-oriented and hands-on personality with a strong sense of initiative and strong interpersonal and intercultural skills.
- Able and flexible to work at both Representative Office locations in Ramallah and East Jerusalem. Willing and able to travel throughout the Westbank and the Gaza Strip, provided the security context allows for safe access.



- Fluent in Arabic and English, with good spoken Hebrew. Valid driving licence.

Location:

- Ramallah

Please note that the position requires regular visits to Jerusalem and field visits within the West Bank and the Gaza Strip (once applicable).

Salary:

The salary for this position is defined by the organisation's salary scale and commensurate with experience and qualification.

Application

If your profile corresponds to the specific skills and profile, please follow this link and apply:

<https://forms.gle/7ipNsGs2UMTRtdwm8>

For any questions, please contact hire@c4-oe.com

Social media version

Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Representative Office of Switzerland in the OPT

WE'RE HIRING!

SECURITY SUPERVISOR

Join the Swiss Representative Office in Ramallah and play a key role in ensuring security, risk management, and crisis preparedness.

- 5+ YEARS OF SECURITY EXPERIENCE
- FLUENT IN ARABIC & ENGLISH
- VALID DRIVING LICENSE
- ABILITY TO TRAVEL ACROSS WB & GAZA
- FULL-TIME COMPETITIVE SALARY

Apply Now

for inquiries contact:
hire@c4-oe.com



We're Hiring: Security Supervisor – Swiss Representative Office

The **Representative Office of Switzerland in the occupied Palestinian territory (oPt)** is looking for a **full-time Security Supervisor** to join its team in **Ramallah**.

Key Responsibilities:

- ✓ Monitor and assess security risks, reporting to management.
- ✓ Ensure staff and office security, acting as a focal point with local authorities.
- ✓ Support field missions with security assessments and movement planning.
- ✓ Conduct security training for staff.
- ✓ Oversee security measures for office buildings and logistics.

Requirements:

- ☑ At least 5 years of experience in security risk management, preferably in an international environment.
- ☑ Strong understanding of security context in the region.
- ☑ High level of discretion, reliability, and ability to work independently.
- ☑ Fluent in **Arabic and English**, with good spoken **Hebrew**.
- ☑ Valid **driving license**.
- ☑ Ability to work in **Ramallah, East Jerusalem**, and travel across the **West Bank & Gaza (when applicable)**.

 **Location:** Ramallah

 **Salary:** Competitive, based on experience and qualifications.

 If you meet the requirements, apply now via the following link:

<https://forms.gle/7ipNsGs2UMTRtdwm8>

 **Deadline to apply: March 12, 2025**

Tag your network or share this opportunity with someone who might be a great fit! #Hiring #SecurityJobs #JobOpportunity #Ramallah #Jerusalem