

## Security Coordinator - Nigeria

INTERSOS is an independent humanitarian organization that assists the victims of natural disasters, armed conflicts and exclusion. Its activities are based on the principles of solidarity, justice, human dignity, equality of rights and opportunities, respect for diversity and coexistence, paying special attention to the most vulnerable people.

### Terms of reference

**Job Title: Security Coordinator - Nigeria**

**Code: 49-3313**

**Duty station: Maiduguri (with frequent field visits to other locations)**

**Starting date: 02/01/2023**

**Contract duration: 12 months**

**Reporting to: Head of Mission**

**Supervision of: Security Officers**

**Dependents: non-family duty station**

### General context of the project

According to the Nigeria Humanitarian Response Plan 2022, 8.4 million people are in need of humanitarian assistance in the north-east and north-west of the country, with majority of them being women and children who are facing significant protection risks. The people in need is likely to increase due to continuation of insecurity in the intervention areas with IDPs fleeing to relatively safer places.

INTERSOS has been rendering humanitarian response in Nigeria since 2016, providing life-saving support from the most affected communities such as health and nutrition, covid-19 response and vaccination, protection, food security and livelihoods, shelter, access to clean water and sanitation, camp coordination, and common warehouse management.

### General purpose of the position

Under the supervision of the HoM and the technical support from the Security Advisor, the Security Coordinator has the responsibility of ensuring sound and effective safety and security management of the Nigeria Mission. This includes ensuring a robust safety and security mechanism, capacity building for key staff on security management, monitoring security threats and trends, responding where required, providing the country team with information and technical and operational assistance, as well as monitoring the compliance to INTERSOS security risk management plan of all field bases/ offices of the Nigeria Mission.

### **Main responsibilities and tasks**

The Security Coordinator provides the country team with information and technical assistance, monitoring the compliance to INTERSOS security risk management plan of all country's dispersed operational offices.

- Conducts Situational and Security Risk Assessments to determine risk levels for staff, provide operations update and recommendations when necessary for all operational field bases.
- Conduct security trend analysis and provide advice for the Mission for strategic planning.
- Develops, updates and ensures compliance with Country Security Plans, policies, Contingency Plans, SOPs, mitigation measures, and Minimum Operating Security Standards (MOSS).
- Engage with key stakeholders (e.g. INSO, UNDSS, NIF, OCHA, etc) in coordination of contingency plans and information.
- Ensures internal incident tracking system is utilised properly: create a security incident database and perform incident mapping, assessments and analysis.
- Fills in and regularly updates the Risk Analysis Matrix (threat, likelihood, impact, level of vulnerability, level of risk).
- Conducts maintenance and periodic testing of communication security tree for the mission and review response time.
- Ensures all field staff are fully cognizant of prevailing security threats, duly advises on means of reducing their vulnerability to those threats and develops action plans for security upgrades.
- Conduct capacity building, coaching and drilling with concerned staff to enhance their capacity in implementation of the preparedness and security measures.
- Monitors the security preparedness of country staff and enforce staff compliance with internal security rules and SOPs, ensuring they are communicated to all staff and understood.

- Ensures mission areas of intervention have adapted communication and risk mitigation measures, ensures maintenance with the support of the Logistics team. Ensures constant update of the emergency contact list and timely issuance of ID cards.
- Ensures a proper level of preparation before and follow up of movements to the field, ensures transportation means, a good fleet maintenance and movement rules which are adapted to the local context to support the Logistics team.
- Ensures regular communication with Head of Mission, Head of Base and Security Advisor.
- Performs other duties as may be assigned by the Organization.

## Required profile and experience

### Education

An Advanced Degree (Master or equivalent) in Social Sciences, Law, Humanities, Security Studies or related studies.

### Professional Experience

- Minimum 8 years' experience at senior level, managing and coordinating safety and security, preferably within the humanitarian sector.
- At least 3-5 years' experience within conflict zones of fragile states.
- Experience networking with a broad base of humanitarian actors including government authorities, donors, and INSO.
- Proven experience designing and implementing security management systems within conflict zones.

### Professional Requirements

- Work within the framework of IINTEROSOS Nigeria's core values.
- Act as an ambassador for INTERSOS Nigeria, through professionalism and conduct.
- Adhere to all INTERSOS policies and procedures both technical and administrative.
- Undertake and apply learning from appropriate training and development programmes.

- Maintain and care for all equipment issued by INTERSOS Nigeria and for any losses or damages due to negligence you will be liable for repair or replacement.

### **Languages**

- Excellent English Language written and communication skills

### **Personal Requirements**

- Resilient and must be prepared to work extra hours, and on weekends.

### **HOW TO APPLY:**

Interested candidates are invited to **apply** following the **link** below:  
<https://www.intersos.org/posizioni-aperte/missioni/#intersosorg-vacancies/vacancy-details/63744cad7d09ca002138506b/>

Please note that our application process is made of **3 quick steps: register** (including your name, email, password, citizenship and Skype address), **sign-up** and **apply** by attaching your **CV** and **motivation letter** in **PDF format**. Through the platform, candidates will be able to track their applications' history with INTERSOS.

Please also mention the name, position and contact details of **at least two references**, including the line manager during your last job. Family members are to be excluded.

**Only short-listed candidates will be contacted for the first interview.**