



### **TOR/ Job description**

- JOB TITLE:** Security Officer - Somalia
- LOCATION:** Mogadishu with frequent travels to RI operation areas.
- DURATION:** 12 months
- REPORTS TO:** Country Director, Somalia

Under the overall supervision of Country Director through the Head of Office in Mogadishu and with technical line to Regional Safety Manager, Somalia the Security Officer is responsible for aspects of security management, local guard force management, crises readiness and preparation at the duty station and liaison with local authorities as appropriate. The incumbent is based in Mogadishu and assists the Regional Safety Manager in the execution of his responsibilities and also to ensure the security of RI staff members, assets and operations in Mogadishu, and all field office all over the country.

#### **Roles & Responsibilities:**

- Assessment of local security situation including modalities of reporting security information and liaison with local authorities;
- Provide input for the country/field office level SRA's and also prepare and implement security plan in accordance with guidelines provided by the Regional Safety Manager;
- Responsible for aspects related to communication equipment (e.g. Sat Phones, VHF, HF) and provide input to RSM for budgeting of the items in country security budget;
- Supervision of local guard force deployed at the offices as well as medical facilities at camps and also do capacity building of local guard force on Bi-Weekly bases. Work with RSM to build local syllabi for guard force capacity building;
- Responsibilities and duties related to office security. Shall undertake tasks aimed to maximize the security of RI premises in Mogadishu, and all field offices.
- To keep RSM, CD and Head of Office updated about any arising situation which has bearing on staff security, RI assets and to seek support and guidance for appropriate timely measures. In addition, keep Country Director updated through Head of Office on the overall prevailing security situation on regular basis;
- Assists in the implementation of RIGGS measures at RI international staff accommodations, RI offices, equipment and other areas. Assists in maintaining Warden Plan for both International and National staff;
- Assists in conducting Fire evacuation, Hibernation drills in the office. Work closely with RSM to ensure relocation and evacuation measures/system is put in place and that staff are familiar with procedures;
- Prepare staff movement list and send to RSM/CD on weekly basis;
- Prepare security reports and send weekly basis.
- Initiate advisory reports when needed and inform CD.
- Work together with Head of Office in preparing security budget for the offices and provide input to RSM in the preparation of country security budget;

- Represent RI in security related meetings; also maintain contacts with security stake holders on the ground including UNDSS NGO Coordinator...etc
- Any other duties assigned by Head of Office and Regional Safety Manager.

**REQUIREMENTS:**

- Bachelor's degree or equivalent
- A minimum of four (4) years' experience in a similar role
- Proven ability in security management and/or crisis management in an unstable and insecure environment. Previous experiences managing humanitarian crisis/emergencies an added advantage
- Effective technical/instructional skills
- Strong analytical and organizational skills with the ability to manage multiple complex tasks independently
- Strong leadership and communication (interpersonal, verbal and written) skills
- Excellent computer skills with solid knowledge of MS Office
- Experience in training adults using modern methods.
- Experience in a multi-cultural environment necessary
- Experience in conducting assessments preferred
- Ability to travel up to 50%

**RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and Accountability
- Agility and Innovation
- Collaboration
- Sustainability

**HOW to APPLY:**

Applicants should submit their applications (CV and cover letter) and send to [hrsomalialia@ri.org](mailto:hrsomalialia@ri.org) indicated the title as “security officer “in the subject line.

The closing date for applications is **Sunday June 24, 2018. Only qualified and shortlisted candidates will be contacted.**