

INTERNAL & EXTERNAL

JOB VACANCY

GIZ RISK MANAGEMENT OFFICE SOMALILAND

Salary band: 2	Radio room Operations Officer (Shift) – Somaliland
Choose title of salary band 2A	
Reports to:	Chief Operations room Officer
Duty station:	Hargeisa, Somaliland

Brief introduction of the RMO Project:

The German Gesellschaft fuer Internationale Zusammenarbeit (GIZ) GmbH currently has different Program offices engaged in Somaliland.

So, there is a need to set-up as well the implementation of a full Risk Management services in Hargeisa, concurrent with the facilitation of ongoing project visits in both Somaliland and Puntland.

Herewith GIZ is seeking to recruit National personnel to be part of the physical establishment and staffing of an Operations & Radio room in Hargeisa, in order to enable the GIZ projects to implement its activities as well to look after the safety and security of all GIZ staff, premises, and assets.

A. Responsibilities

The Radio room officer is responsible for:

- Monitoring the various forms of communications equipment in the Operations Room.
- Ensuring all communications equipment is working and in good order
- Working in shifts to provide, as part of a team of Operations Room Officers, 24/7 emergency communications coverage in support of project activity in Somaliland.
- Ensuring the Ops Room is clean and ready at all times to host and inform the Crisis Management Team

The Operations Room Officer performs the following tasks:

B. Tasks

1. Management responsibility

- Monitors Somali language media, including social media, for information of relevance to GIZ project implementation
- Prepare and send out security alerts under the supervision of the Chief Operations room and permission/clearance of the RMA.

2. Professional advisory services

- Ensure all equipment is clean and well maintained while on shift.
- Assists project staff in the training for and use of common communications equipment like VHF and Sat phone.

3. Networking and cooperation

- Updates emergency contact lists for Somaliland
- Ensures an open means of communication is maintained by phone and VHF with other GIZ locations, UNDSS, Danida, ext. and other organisations as required.

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4. Knowledge management

- Be prepared to conduct impromptu security briefings for all personnel and visitors to the Operations Room.
- Maintenance of situational awareness in Somaliland and the greater Region of Somalia.
- Update as required the Project location and incident map.

5. Management and coordination tasks

- With the Chief Operations Room and RMA to ensure that the RMO is ready to manage a crisis situation in Somaliland.
- Ensure the Operations Room is clean, and at all times ready to host and inform the Crisis Management Team.

6. Other duties/additional tasks

- Any other assignment(s) as may be determined only by the Chief Operations room and the RMA.

C. Required qualifications, competences and experience

1. Qualifications

- High School education, having a Certificate will be an advantage
- As well experience in similar roles in UN, INGO or similar and Technical qualifications on communications equipment, esp. VHF would be an advantage

2. Professional experience

- 3-5 years' professional experience, with at least 3 years' professional experience in a comparable position in International Non-Governmental Organisations (INGO) or Bilateral Organisations.

3. Other knowledge, additional competences

- very good working knowledge of ICT technologies (related software, phone, fax, email, VHF radio, the internet) and computer applications (e.g. MS Office)
- Very good written and oral knowledge of English and Somali
- Calm under pressure, and with a capacity to deal with multiple tasks at once.
- Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management

D. Timing and Duration of Assignment

The duration of the assignment will be from 08/2018 – 02/2019
(with the possibility of an extension, as well based on your Work-performance)

E. Working Arrangements and Reporting

The Radio room officer - Somaliland will be based in Hargeisa and work under the direct supervision of the Risk Management Office. The role includes Duty Travel across Somaliland. The successful applicant may also be required to attend meetings, trainings etc. elsewhere in Somalia and Nairobi as required.

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Reference Number: RMO/OPS/122/2018

Applications should be done through email to: application-gizsom@giz.de

All applications **MUST** bear the above reference number in the subject of the email.

Deadline: By Monday 18th June 2018 16:00 HRS

If you do not receive any correspondence within 30 days after the closing date, consider your application as having been unsuccessful. Only shortlisted candidates will be contacted.