



SD -- H-3  
Approved by Sania Hassan  
NOL/RG/TJ  
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Annexes



## Job Description Country Security Officer (CSO) for East Africa

### I. Organization

The Organization: IFDC is an independent non-profit organization that combines innovative research, market systems development, and strategic partnerships to identify and scale sustainable soil solutions for improved food security and livelihoods around the world.

### II. General Tasks

The Country Security Officer (CSO) will be based in Kampala or Juba and he/she will be responsible for making regular assessments of the risks, threats and vulnerabilities affecting IFDC staff, assets and program in Burundi, Ethiopia, Kenya, Malawi, Mozambique, South Sudan, Tanzania and Zambia. He/She will report directly to the Global Security Manager, with a matrix relationship with the respective country director/representatives as well as with the East and Southern Africa Regional Director. The CSO is part of the security unit team, with CSO's in Mali and Nigeria under the supervision of the Global Security Manager.

In addition to these general tasks, the Country Security Officer is expected to exercise the following:

### III. Specific Tasks

#### 1. Communication & Reporting:

- Ensure staff members and visitors are always updated on security situation in their respective countries – by e-mail, SMS, or other communication system
- Ensure that communication tools and equipment are functioning well and in working condition;
- Ensure that communication material is available and fully charged;
- Never rely on a single communication network, have 2nd or even 3rd means of communication;
- Coordinate with Local partners and other relevant stakeholders in the countries under his responsibility
- Attend relevant (INSO, UNDSS, PLSO and/or other) security meetings after approval of the Global Security Manager
- Update Country Representative on security situation in the field;
- Provide security briefings and debriefings to newcomers, travelling staff and others;
- Provide minutes of meetings to relevant stakeholders;
- Compile a monthly security report and analysis;
- Write regular security management reports with situational analysis and recommendations;
- Ensure that IFDC's of respective country security plans are relevant and updated as appropriate and that all staff members and visitors know their roles and responsibilities.

#### 2. Security Management:

- Monitor staff and visitor adherence to the respective country security plans;
- Actively involved in support to and follow-up of security incidents;
- Act as coordinator in the respective local crisis response teams (LRT);
- Ensure updated risk assessment of program locations and related mitigation measures;
- Take appropriate security/safety measures to limit and mitigate the security/safety risk and damages of IFDC premises;



- Secure IFDC premises and personnel and ensure monitoring surveillance equipment; inspecting office compound, equipment, and access points and entry gates;
- Ensure IFDC compound is safe and secure, and maintained to prevent unauthorized entries;
- Ensures security guards are well aware of and equipped to their responsibilities and present 24/7 on duty;
- Monitor on regular bases and ensure IFDC premises are well equipped with fire extinguishers, first aid kits, hibernation kits and emergency contact list;
- Monitor on regular basis and ensure security guards have access to basic security equipment (torch, mobile phone + charger and credit and IFDC emergency contact list).
- Ensure there is safe area for fleet parking, drivers alerted for any evacuation in an immediate notice;
- Conduct a security assessment of IFDC new premises before IFDC goes with contract signatures;
- Identify an exit route and arrange transportation and safety measurements to evacuate staff in case the situation turns into violence;

**3. Transport & movement Safety & Security:**

- Coordinate staff movement in the field – in coordination with Security Focal Point and Country Representative in the countries under his responsibility
- Ensure all vehicles equipped with updated fire extinguishers, first aid kits and IFDC emergency numbers, if not, inform NAFO/Security Focal Point to update in the countries under his responsibility
- Ensure all cars seat belt are working and staff members are following the safety instruction;
- Monitor with Logistic team support the car movement and speed limit of the vehicles in IFDC with the GPS tracking system;
- Facilitate defensive training for drivers in the countries under his responsibility

**4. Capacity building:**

- Ensure all staff members and visitors are aware of IFDC Country Security Plan and other internal safety & security documents;
- Identify needs for Safety & Security training for staff (both national and international);
- Organize Safety & Security training in order to get full awareness and compliance to the in-country safety & security situation, risks, and mitigation measures

**IV. DIFFICULTY OF WORK**

This position requires detailed understanding of IFDC’s Safety, Security and Crisis policy, company strategy (or current strategic document), security and other policies and its past, current, and future implementation. A general understanding of safety and security principles and procedures and the ability to apply these effectively to promote security awareness within the company. This position also requires the ability to draft, modify and implement company/country security policies, plans and assessment reports in the different countries, and the ability to synthesize this in reports to senior management.

**VI. RESPONSIBILITY**

The Country Security Officer (CSO) is part of the security unit team. He will be responsible for making regular assessments of the risks, threats and vulnerabilities affecting IFDC staff, assets and program in East & Southern Africa regions.

He will also support the respective countries to implement security standard and promoting security culture. He will fully manage day to day security matters in East & Southern Africa regions.

**VII. PERSONAL WORK RELATIONSHIPS**



Inspiring team player operating out of Kampala or Juba in close contact with colleagues of the Operation & Facility department, security unit, and country teams in the different countries, to guide and instruct all colleagues within IFDC East & Southern Africa regarding security.

### VIII. PHYSICAL EFFORT AND WORK ENVIRONMENT

This position requires working in a normal office environment (prolonged periods sitting at a desk and working on a computer) with no unusual physical demands or exposure to hazardous situations. International travel is frequently required.

### IX. EXPECTED PROFILE

The ideal candidate should have a background in a relevant Safety & Security field, with a minimum of 3 years of working experience as an NGO security officer, UN or any other international organization.

- ✓ Should be bachelor degree holder in Security Management, Risk Management, Strategic Studies, International Relations or Emergency Management.
- ✓ In addition any professional certification will be an advantage.
- ✓ Should be a national of one of the Eastern Africa countries
- ✓ Should demonstrate previous experience with NGO or UN security risk management
- ✓ Should demonstrate understanding of NGO or UN safety practices and principles and their application.
- ✓ Should demonstrate experience of effective contacts with local, national and regional authorities, non- state actors and military forces.
- ✓ Should be willing and ready to support the IFDC team in designing and implementing the appropriate risk reduction strategy (acceptance, protection, deterrence) especially for remote field locations.
- ✓ Ability to write good quality reports and a Country Security Plan.
- ✓ Has a proven ability to work across multiple technical areas simultaneously, supporting multiple staff members.
- ✓ Has expertise in responding to security incidents, conducting security assessments establishing a Country Security Plan (policy & procedures).
- ✓ A collaborative colleague, able to create a shared vision of security with the country team.
- ✓ Ability to help Country Representative/Country Director, Security Focal Point, and other team members in learning regarding Safety & Security issues.
- ✓ Has a network of security contacts and information sources in order to gather information on emerging events and trends quickly and accurately.
- ✓ Able to spot trends and keep IFDC Global Security Manager informed about country risks and support needs.
- ✓ Knowledge of / insight in the country (security) context.



**How to apply**

Applicants should apply with their CV and a cover letter not later than August 10<sup>th</sup>, 2022 by 5.00 PM through the IFDC website, at this link:

<https://jobs.silkroad.com/IFDC/Careers/jobs/884?embedded=true&useSavedSearch=True>  
or by email to [ssdoperations@ifdc.org](mailto:ssdoperations@ifdc.org)

*\*This position is ONLY open to South Sudanese professionals preferably from the local area of deployment and will be not relocatable. The selected candidate will be expected to remain in their assigned location for this position. Female candidates are encouraged to apply.\**

