

JOB DESCRIPTION

Job Title:	Security Coordinator
Place of Work:	Based in Nairobi, with significant travel to field sites in Kenya
Reports to:	Country Director

Job Purpose

The post holder will develop and ensure the systematic application of safety and security management policies and procedures in all of operational areas of Kenya. This will include the ongoing assessment of threats and provision of advice to manage risk; the maintenance and updating of security guidelines; ensuring that field security working practices are robust and that all staff are aware of, trained in, and adhere to security management policy, guidelines and Standard Operating Procedures (SOPs). Integral to the posting is the ability to work successfully with field teams to cultivate capacity and motivation thereby ensuring field-based responsibility for security analysis and management.

The post reports to the Country Director, works in close collaboration with the Nairobi Safety and Security Focal Point (SSFP), field-based Program Managers, and receives technical support from the Regional Safety and Security advisor based in Nairobi.

Key Accountabilities

Security Management and Systems

- Ensure that all program activities/locations are assessed and monitored relative to their impact on staff safety and security, and recommend – for appropriate onward communication – specific protocols and practices to reduce staff risk and vulnerability.
- In consultation Safety and Security Focal Persons (SSFP), continuously monitor the security /safety environment, nationally, and locally for all program areas, and make recommendations to the Country Director, to adjust security policies and procedures as needed.
- Initiate the formation of a Security Management Team in Kenya and spearhead the revision of Safety and Security Guidelines for all operational areas, in accordance with the organisation's global security policy & guidelines and the security assessments conducted in all the programmes in 2009. Finalize security plans as part of a fully inclusive process involving as many team members as possible. Publish and implement the ratified policy and guidelines.
- Ensure that contingency plans for Evacuation, Relocation, Hibernation, and Medical Evacuation are in place, disseminated and adopted amongst relevant staff including a detailed contextual assessment and situational update which is regularly revised at least quarterly.
- Ensure and regularly reassess that vehicles, premises and equipment are compliant with safety and security standards.

- Research and analyse security-related information from a variety of local and international media sources, district offices, the UN and other INGOs in order to produce a formal weekly security update.
- Ensure that communication systems are adequate and maintained and provide training to staff on the use of such equipment and communications protocols in conjunction with the Logistics Coordinator.
- In conjunction with relevant logistics staff, programme managers and transport staff ensure that regulations for travel in the field are implemented in a systematic and timely fashion.
- Monitor HR / Finance / Logistics working practices within the context of safety and security and alert the Senior Operations Manager if inappropriate decisions are impacting on the safety and security of the team or external perception of the organization thereby creating security risks.
- Ensure that incident report forms are properly compiled by staff and are sent to relevant staff in Nairobi.
- In conjunction with the Security Management Team and other relevant staff, assist in the debriefing of staff that has experienced security incidents or 'near miss' incidents.
- Coordinate post-incident follow up actions, analysis and recommendations.
- Ensure systems are in place to instantly respond to a crisis management situation by working with the country programme Crisis Management team; ensure that lines of communication and reporting to the Crisis Management team in HQ are fully understood and implemented.
- Conduct security assessments in new areas of Kenya prior to entry by program staff.

Documentation

- Ensure that briefing documents and maps are developed to help orient all new staff (national and international) about the overall security situation in Kenya and the particular threats and procedures in the areas where staff will be based.
- Ensure that a centralized filing system of security-related documents is maintained in Nairobi
- Conduct ongoing threat assessments and compile reports on security assessments of offices, staff guest houses, field sites and project areas. Build capacity of security focal points to conduct threat assessment.
- Systematically map all incidents on a dedicated map and provide timely analysis to identify emerging trends. Ensure district offices adhere to the same process and share information accordingly.
- Support the Country Director and SSFPs to ensure proper use of the incident reporting system; work with regional security/safety colleagues to analyze incident data and share resulting information with directors and staff, as appropriate.

Capacity Building and Training

- Train and coach a national counterpart in order that he/she will be ready to assume a security coordinator role.
- Build the capacity of both international and national personnel in terms of personal safety and security. Develop a programme of induction and continuation training for

current and new staff. Work with national and international staff to build a shared understanding of security analysis and risk minimization.

- Develop a standardized security training method and provide security training for all staff in safety and security related subjects ensuring that policy and guidelines are understood and are being adopted and implemented across the programme. Act as a team facilitator during the development of District Security Management Plans.
- Guide train and monitor all staff to ensure the Country's Minimum Standards in Safety and Security are followed and respected.

Coordination and Networking

- Coordinate and liaise on programme safety and security matters with all relevant actors in the region such as national and international NGOs, UN, Donor organisations, and government authorities.
- Proactively share information with staff in Nairobi and in the field ensuring high security awareness levels, close situation monitoring and effective two-way communication on security-related issues.
- Under guidance of the country director, serve as a key resource in times of emergencies, such as natural or manmade disasters.

Person specification

ESSENTIAL:

- A formal security qualification or appropriate security management training.
- Practical field experience in security management in a leadership role (e.g. direct INGO security management).
- Overseas work experience in insecure/hostile environments.
- Ability to work within a multi-cultural, multi ethnic team and have comprehensive knowledge of the context and challenges of operating within the Horn of Africa region.
- Experience and knowledge of personnel and organisational security issues, threat/risk assessment, security management and security awareness in an insecure environment.
- Ability to accurately read and navigate using 1:50000 maps, and plot GPS coordinates.
- Experience of incident reporting, incident mapping, intelligence collation and analysis functions, set up and execution of an incident warning system (warden system), compilation of security reports and assessments.
- Ability to train and coach national and international staff in safety and security measures.
- Technical competency and training experience in field based communications systems such as HF Codan, Motorola VHF, Thuraya, satellite systems and internet systems.
- Competency in Internet and Microsoft Office systems including Word, Excel, PowerPoint, Access and other database/mapping systems.
- Ability to adapt to needs and balance demands of beneficiary and security actors while maintaining appropriate contextual NGO security advice and coordination.
- Sound knowledge of humanitarian principles of impartiality and neutrality as outlined in the Humanitarian Charter and the International Red Cross Code of Conduct.
- Fluent in written and spoken English.

- Strong report writing, analytical and interpersonal skills
- Effective people management skills, solid training and organizational skills
- Flexibility and maturity to work well under pressure.
- Understanding of and commitment to the organisation's aims, values and principles.

DESIRABLE:

- Instructor level experience in the training of security/safety related subjects
- Previous security management work experience with international NGOs in Kenya/East Africa.
- Knowledge of INGO humanitarian work in emergencies.
- Knowledge of Swahili, Somali and/or Borana