



PROJECT ADVERTISEMENT

**OPERATIONS AND SECURITY
OFFICER
USAID/Iraq Monitoring Project (IMP)**

Long-term Cooperating Country National (CCN) position
based in Erbil, KRI.

November 2022



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

The purpose of the IMP is to serve as a third-party monitoring (TPM) and evaluation support system to monitor, verify, and evaluate selected programs in Iraq, which are funded by USAID's Bureau for Humanitarian Assistance (BHA). The information and findings from the project will be critical in ensuring program learning and accountability, which will be useful for real time programmatic adjustments and future program design. Integrity will work to increase BHA's and IPs' access to independent, impartial information on the outputs, outcomes, progress, quality, challenges, successes, and lessons learned of selected projects funded by BHA in Iraq. This increase in access to independent and impartial data will improve the quality of BHA's response in Iraq by allowing BHA and implementing partners to make real time adjustments to their programs as a result of the data gathered as part of IMP.

Scope of Work

Reporting to the Finance and Admin Manager, the Operations and Security Officer will be the primary focal point for all logistics, administration, procurement and security matters for IMP. S/he will be the project POC with the IMP security provider, GardaWorld and will also work in collaboration with the

Integrity's HO Senior Manager, Operations on safety and security matters. The Operations and Security Officer will also be the POC for our local transport service provider.

Terms of Reference

Security

- Act as the designated Security Focal Point for the IMP project, responsible for all aspects of in-country security management.
- Provide all international visitors with a security briefing and office orientation on arrival.
- Monitor the operating context on an ongoing basis, flagging key security-related developments to the COP and relevant team members.
- Advise on security conditions for all IMP site visits.
- Track project personnel movements using real time online personnel tracking platform (Track24).
- Produce and regularly update fit-for-purpose contingency plans (such as hibernation, relocation, and evacuation plans), as well as other Security-related SOPs.
- Regular engagement with Integrity's third party in-country security provider, including coordination of safety and security-related training bookings.
- Incident management and reporting of security incidents impacting the project to the COP.

Logistics and Operations

- Oversee all IMP team logistics including arranging hotel accommodation, transportation, flights, providing regular updates to the F&A Manager and COP; and compiling official documentation required.
- Manage the visa and residency application process for the expatriate Chief of Party and advise incoming STTA regarding any visa requirements prior to travel.
- Manage the IMP cleaner and ensure the IMP office is clean, hygienic and organized at all times.
- Ensure all staff always follow Integrity's COVID protection protocols. Ensure adequate supplies of masks and hygiene sanitizer are always available for IMP staff, as a precaution against COVID.
- Organize for key IMP field questionnaires to be translated, if needed.
- Oversee the day-to-day administrative tasks of the IMP office under the guidance of the F&A Manager and Chief of Party.
- Support the F&A Manager with basic office administrative tasks as needed.
- Take meeting minutes if requested and circulate to relevant persons post meeting.
- Monitor and maintain all needed IMP office supplies.
- Maintain supplies of staff communication top-up cards in coordination with guidance from the COP and F&A Manager.
- Assist with all other tasks upon request from F&A Manager, COP, or Integrity HQ in relation to project logistics and operations.

Inventory and Assets Management

- Ensure that all non-expendable property (NXP) and Expendable property (XP) inventory is recorded in a database, updated, and uploaded to SharePoint on a monthly basis.
- Conduct an inventory spot check at least once/quarter and advise the F&A Manager or COP accordingly of any concerns or issues noted.

- Track all inventory that is issued to short term staff and long-term staff. Ensure all property is issued to staff or consultants with appropriate documentation, signatures, authorizations; likewise ensure that property returned to Integrity by staff and consultants is fully documented.

Procurement

- Support the Finance and Admin Manager in purchase of goods and services in compliance with USAID and Integrity procurement policies and guidelines, ensuring accurate supporting documentation.
- Visit vendors to seek quotes and view merchandise quality needed for IMP procurement or purchases orders in accordance with USAID regulations.
- Maintain and regularly update IMP's database of suppliers.
- Create Purchase Orders as needed, following Chief of Party approval.

Transportation

- Coordinate the driver's schedule as needed to avoid schedule conflict and maintain a transportation tracking system within the IMP office.
- In collaboration with the IMP driver, ensure IMP vehicle log sheets are completed and signed daily.
- Ensure that vehicle registration documents and insurance policies for IMP's leased vehicles are always valid.
- Ensure the IMP leased project vehicle is well always maintained by the driver or leasing firm and the vehicle should always have a full or $\frac{3}{4}$ full tank of fuel.
- Other project-related duties as required and requested by the COP or supervisor.

Your Education and Experience

- At least 5 years' experience managing operations and procurement activities for international organisations, with preferably 3 years' experience supporting operations for USAID-funded projects.
- Experience coordinating logistics in KRI and Iraq.
- Experience of security management responsibilities in KRI and Iraq, such as being a designated Security Focal Point.
- Experience conducting procurement and asset management for INGOs in Erbil.
- Understanding of the local socio economic and cultural context in Erbil preferred.
- Experience of working with international staff, including speakers of other languages.

Competencies

The candidate will be able to:

- Work efficiently and effectively with local and international IMP staff, and with Integrity HQ counterparts both verbally and in written form.
- Maintain organised records and track and report progress on tasks regularly; strong administration skills and a capacity for multitasking.

- Utilize technology platforms and computer applications for communication, documentation, and collaboration.
- Represent Integrity in a manner in line with our company ethics and values.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.
- Must be fluent in Kurdish and have a strong working knowledge of Arabic.

How to apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **21st November 2022**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Erbil.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by U.S. data protection laws.