



PROJECT ADVERTISEMENT

SECURITY OPERATIONS OFFICER USAID/BHA Somalia Monitoring Learning Project-2 (SMLP-2)

Long-term Cooperating Country National (CCN) position based in Nairobi, Kenya, with potential travel in accordance with project requirements.

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 delivers multi-year projects, programs 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

Integrity Global, in partnership with Management Systems International (MSI) and with leading research and data collection firms in Somalia, will establish a third-party monitoring system to collect data that verifies partner reported outputs and selected outcomes, and to deduce lessons learned from humanitarian programs in Somalia funded by the USAID Bureau of Humanitarian Assistance (BHA)/Somalia. The overall goal of SMLP-2 is to increase BHA/Somalia's access to independent, verifiable data related to the 1) quantity and quality of activities delivered, and 2) performance of BHA-funded programs in Somalia. This increased access to data will allow BHA/Somalia to make more evidence-based program design, implementation, and strategy decisions.

Scope of Work

The Security Operations Officer's responsibility is to monitor the security situation in Somalia, conduct risk assessments, oversee field visits, assist in tracking team movements, participate in enforcing security and safety procedures, and provide sound and timely advice to SMLP-2 project staff and management on safety and security matters. The Security Operations Officer is committed to implementing and maintaining the highest standards of security and contingency planning in order to ensure the safety of all SMLP-2 project staff. Reporting to the Senior Finance and Operations

Manager (SFOM), the SOO will supervise the Operations Assistant, Administrative Assistant and Security Coordinators.

Terms of Reference

Security

- Act as the designated Security Focal Point for the SMLP-2 project, responsible for all aspects of in-country security management.
- Support the implementation of Integrity's safety and security policies and procedures on the SMLP-2 project.
- Liaise with the Security Coordinators and other relevant SMLP-2 team members to ensure; due diligence and desktop security risk assessments (SRAs) for fieldwork in Somalia are made, suitable mitigations are applied, and risks are properly logged, tracked and updated.
- Regular engagement with Integrity's Mogadishu based private security provider. Oversee the logistics of all in-country trips to Somalia.
- Coordinate safety and security related trainings for relevant project personnel.
- Conduct the initial review of fieldwork plans, oversee field visits and monitor field team movements.
- Incident management and reporting of security incidents impacting the project to the COP. Provide pre-departure briefings for all visitors to Kenya, as well as a security briefing on arrival. Lead office orientations for new project personnel and visitors.
- Monitor the operating contexts of Kenya and Somalia on an ongoing basis, flagging key security-related developments to the COP and relevant team members.
- Produce and regularly update fit-for-purpose contingency plans (such as hibernation, relocation, and evacuation plans), as well as other Security-related SOPs.

Procurement and Logistics

- Support preparation, planning and implementation of logistics activities to ensure they are compliant with USAID rules and regulations (AIDAR & FAR).
- Support preparation of purchase request forms (PRFs) and Purchase Orders (POs).
- Track all project assets/equipment that is issued to short-term staff and long-term staff and maintain an up-to-date asset register.
- Any other project-related duties as required and requested by the Senior Finance and Operations Manager (SFOP).

Your Education and Experience

The Security Operations Officer must have:

- At least 3-5 years of experience in security and administrative or operational support functions with an international organization.
- Excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders including government entities and international agencies.
- Previous experience managing international and local staff.
- Experience as a risk analyst and/or acting as a Security Focal Point for an international organization.
- Experience with implementing donor-funded programs in Somalia or fragile and conflict affected settings. Familiarity with USAID policies and procedures is an asset.
- Familiarity with the operations of BHA programs and knowledge of IP activities in Somalia is highly desirable.

Required Interpersonal Skills

- Ability to handle multiple tasks simultaneously effectively and efficiently with precision and adapt to changes in responsibilities and workloads.
- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem-solving.
- Strong communication skills, including note-taking for meetings.
- High professional standards for evaluation data and reporting.
- Accustomed to teamwork and able to sustain positive and frequent communications for a remotely managed monitoring team in a challenging, high-risk environment.
- Ability to work independently where necessary.
- Works well in a diverse team.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

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 **30th 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 Kenya.

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 US data protection laws.