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.

April 2023

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, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

• *Courage:* We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.

• *Objectivity:* We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.

• *Diligence:* We incorporate our best individual and collective intellect through rigour, reflection, and collaboration.

• *Accountability:* We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.

• *Sensitivity:* We understand the impact of our presence and our work, empathize with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organization where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

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 SMLP2 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 and Operations Officer directs implements and enforces safety and security risk management policies and procedures to ensure the protection, safety and security of Integrity programs facilities, operations, personnel, equipment and information. The Security and Operations Officer ensures the effective safe operations of all Program activities through mitigating risk, assessing Integrities profile and designing internal and contracted protection systems and services. Additionally, acts as a liaison with police, NGO and other local authorities as required in matters pertaining to security risk management.

The position is responsible for monitoring the security situation in Somalia and Nairobi, Kenya, 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 and 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.

The Security and Operations Officer also leads project operations, including procurement of goods and services, vendor relations, assets inspection and asset management, regional travel coordination, information technologies access, and office facilities management. Reporting to the Senior Finance and Operations Manager (SFOM), the SOO will supervise the Operations Assistant.

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.
- Establishes structure, roles, responsibilities and SOPs for in country program emergency management committees, who in turn liaise with Integrity HO emergency management committee.
- Ensure the safety / security policies and SOPs are known and enforced.
- Liaise with the private security provider in Mogadishu 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.
- 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.
- Provide pre-departure briefings for all staff traveling to Somalia, and ensuring the private security provider in Mogadishu conducts a briefing upon arrival in Somalia.
- 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.
- To liaise and co-ordinate with other IPs, NGOs and Security Organizations to establish security partnerships, synergies, mutual support and co-ordination with other organizations working in either program areas or similar technical fields.

Project Operations

- Support preparation, planning and implementation of project operations and logistics activities to ensure they are compliant with USAID rules and regulations (AIDAR & FAR).
- Tracks procurement needs and initiates procurement processes including preparation of purchase requests (PRs), conducting required competition, preparing Purchase Orders (POs), certifying acceptance of goods and services received and managing vendor contracts.
- Tracks all project assets/equipment through an up-to-date asset register and maintains required insurances.
- Tracks and coordinates all staff travel logistics in Nairobi and Somalia, including processing travel requests, coordinating travel schedules, booking transportation and accommodations.
- Establishes relationships with commonly-used travel vendors such as hotels, airlines, and ground transportation companies.
- Leads office facilities management, coordination and communication with landlord, ensuring staff access to information technologies applications, and maintaining stock of office supplies.
- Any other project-related duties as required and requested by the Senior Finance and Operations Manager (SFOP).

Your Experience and Expertise

The Security and Operations Officer must have:

- At least 5-7 years of experience in security and administrative or operational support functions with an international organization required.
- 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 required.
- Multi-year experience managing subcontracted security providers and contracts required.
- Knowledge of risk management standards, processes and procedure required.
- Multi-year experience in project operations including procurement, travel, and assets/facilities management that comply with USAID policies and procedures required.
- Previous experience managing international and local staff required.
- Experience with implementing donor-funded programs in Somalia or fragile and conflict affected settings required.
- Experience as a risk analyst and/or acting as a Security Focal Point for an international organization required.
- Familiarity with the operations of BHA programs and knowledge of its humanitarian programming in Somalia is highly desirable.

Languages

- Excellent written and oral fluency in English required.

Required Interpersonal Skills

- Ability to effectively and efficiently handle multiple tasks simultaneously 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.
- Proven ability to supervise, plan, mentor and lead in multicultural working environments.
- 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.

How to apply

If you are interested in applying for this position, please complete the application form at https://tinyurl.com/SMLP2-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 April 2023**. 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 the Kenya and Somalia.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.