

## Security Officer - Kakuma

Location: [Africa] [Kenya]

Town/City: Lodwar

Category: Security

Job Type: Fixed term, Full-time

**You will be required to produce a current (within 3 months) Original Police Clearance Certificate or waiting receipt during interview in case you are shortlisted**

**Job Title :** Security Officer

**Reporting to :** Project Manager

**Grade Level :** 12

**Work Location:**Kakuma

### **Purpose of Position**

To support the Project Manager in ensuring that effective Security Management measures are appropriately planned and addressed within the context. The incumbent is required to facilitate optimization of the organizational security and mitigation of operational risks for ministry effectiveness by establishing appropriate security systems in to deliver programs safely, securely and effectively.

### **Major Responsibilities**

**Security Planning 20%**

- Develop Security Action Plan aligned to the National Office Security Strategy.
- Ensure Security Risk Assessments, Core Security Requirement standards, processes and procedures are completed in accordance with current World Vision Office of Corporate Security guidelines.

### **Security 25%**

- Work with the National Security Manager to carry out Security Risk Assessments as required/directed.
- Ensure Sub Office Risk Ratings are established and updated as required
- Provide input and support to the Programme management in crisis situations and critical incidents
- Conduct security investigations when required.
- Ensure proper implementation and regular reviews and updates to the Security Standard Operating Procedures for all program sites in Kakuma, Turkana West Pokot and Baringo counties
- Oversee the security situation within Turkana, Kakuma, West Pokot and Baringo counties

### **Networking and External Liaison/Engagement-20%**

- Represent WVK at local NGO security network meetings and ensure information from these groups is disseminated to relevant staff.
- Build ongoing networks for sharing security information and coordination.

### **Capacity Building and Technical Training-15%**

- Coordinate the assessment, development and implementation of the Program capacity building plan for security management based on local security risk assessments.
- Seek to develop a culture of security awareness and monitor staff compliance

### **Reporting and Documentation-15%**

- Provide regular security reports to the Project manager and the Security Manager.
- Ensure that all security incidents are reported in accordance with WV Security Policy.
- Collect, analyse and disseminate intelligence appropriately.

### **Others- 5%**

- Any other duty that may be assigned by the supervisor

### **Knowledge, Skills and Abilities**

- University degree preferably in Criminology and Security Studies, Military Science, security management and police science, Security and Disaster Management, Forensic and Criminal Investigations, Peace and Conflict Management.
- Computer literate (Word, Excel, PowerPoint)
- At least two (2) years' experience in public, private or NGO sector.

- Demonstrated experience in designing and delivering training.
- Demonstrated ability to work effectively under pressure (particularly in a crisis situation)
- Ability to communicate well in English & Swahili (verbal and written) – particularly in a crisis situation
- Professional - behave in professional manner at all times and demonstrate ability to represent the organization well at interagency meetings
- Demonstrated personal values, attitudes and behaviors that are consistent with World Vision Core Values
- HEAT training course
- Radio and/or Satellite phone communications experience, operations and management
- Valid Passport and Driver's License (choose appropriate) Local or International
- First Aid qualified