ICMPD Job Profile
SECURITY OFFICER[1]

Functional Overview

Based in the West Africa Regional Office in Abuja Nigeria, the Security Officer coordinates all activities for the implementation of an effective security programme in support of the Regional Office (RO) West Africa and other offices in the Region, while remaining aligned with the strategy, goals, regulatory framework and especially the security component, standard administrative practices and operating procedures of ICMPD. S/he actively contributes to project implementation in the Region and supports the security function through effective monitoring of regional and local environments of interest, assessing threats and advising on risk mitigations.

Key Results

Safety and Security Management:
Effective collaboration established with the Regional Office West Africa, the Global Security and Safety Unit and other relevant Units at Headquarters (HQ), to ensure the implementation of the ICMPD security management framework in the region. Safety and security measures for ICMPD employees, facilities and other assets, across all activities and projects, effectively managed to ensure the efficient and timely delivery of services. Appropriate measures taken to ensure that country-level employees receive adequate level of security awareness, information and are trained to implement Security Standard Operating Procedures (SSOPs) and to use security equipment.

Operational Safety and Security Measures: Country-specific security plans, SSOPs and risk mitigation measures effectively developed to enable project operations without compromising security and safety of ICMPD employees. Procedures and guidelines for staff, personnel and experts, facilities, residences, vehicles and other assets developed and effectively implemented. Security plans, procedures and other risk mitigation measures regularly reviewed and maintained. Mission travel planning supported through the provision of advice and coordination of required safety and security measures.

Risk Assessment and Mitigation: Security and safety risks effectively identified, analysed and mitigating measures options proposed. Developments of the operational context in the Region proactively monitored, with prompt advice provided on emergent situations to enable informed decision-taking. Threat and risk assessments prepared in a timely fashion. Project proposals revised with identification of budgetary requirements to ensure inclusion of security measures from the outset of project planning.

Response to Incidents, Emergencies and Crises: Prompt response, advice and follow-up to security incidents, emergencies and crises ensured, in coordination with the Global Security and Safety Unit, the Officer-on-duty and the RO. Development of a regional structure and support provided to

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[1] This project profile is classified at LP3.

the RO West Africa, Field Offices, PITs and individual employees. Wide networks of contacts in the region effectively developed to ensure support and coordination, particularly with the UN, EU, INGO/NGOs, local authorities and providers of security services. Emergency evacuation and relocation procedures effectively planned, coordinated and executed when required. Availability on-call ensured to support incident response and represent the first point of contact in the region.

Required Expertise

- Good analytical thinking and ability to read contextual developments and understand potential security concerns.
- Proven capability to develop and implement security and risk management programmes.
- Demonstrated acquaintance with security and safety systems.
- Verified ability in dealing with counterparts and local authorities in diverse contexts, which may include diplomatic personnel, security and military authorities at different levels.
- Proven record of discretion, responsibility and trustworthiness when handling sensitive information.
- Solid solution orientation, responsiveness to needs and service mindset.
- Excellent capacity to understand clients' needs.
- Ability in managing conflicting priorities and working with tight deadlines.
- Adaptability, flexibility and willingness to work a flexible schedule during crisis periods and to travel at short notice and to high risk destinations.

Qualifications, Experience and Language Skills

- Masters university degree in security or risk management, or similar relevant field, or equivalent qualifications from an accredited military/police academy.
- Minimum 5 years of experience in security management or in similar roles, preferably in international organisations and/or NGOs with presence at field locations.
- In possession of qualified certifications, such as fire protection, ASIS CPP/PSP, ISMI CSMP, HEAT trainer, and similar, are an advantage.
- Knowledge of disaster risk management, hostage incident management, evacuation protocols, is an asset.
- Solid drafting, analytical, communication and presentation skills.
- Good organisational and problem-solving skills with attention to detail and accuracy.
- Strong interpersonal skills with experience working in an inter-cultural environment a distinct asset.
- Experience in an international context.
- Experience and qualifications in project management, is an asset.
- Experience in working in conflict or crisis environment, is an asset.
- Proficiency in (verbal/written) English and French.