



Job title	Access, security, and safety officer
Department /Field of experience	Department social works
Role type	National
Travel involved	In-country
Duty post	Kumba
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

Under the supervisor of the program and area coordinator, the access, safety and security officer is responsible for supporting the AMEF program with the development and implementation of specific safety and security risk mitigation strategies. This will be achieved by successfully integrating security planning into program cycles and by building the capacity of security focal points (SFPs).

Responsibilities

- Develop, maintain and ensure compliance with security management plans, including contingency plans and conduct safety reviews of all prospective premises and ensure compliance with minimum safety and security standards in coordination with field SFPs.
- Conduct comprehensive security assessment in potential program/field sites, as necessary and implement to ensure effective monitoring of a vehicle tracking system in each site.
- Conduct regular safety drills for all staffs and management in all sites.
- Build and maintain a network of security focal points at each field office and program sites.
- Ensure that all incidents are followed up with an official written report, compile and submit regular reports that track incidents and trends in local security contexts.
- Monitor the operating environment, identify new treats, assess vulnerabilities and recommend risk mitigation strategies.
- Formulate and coordinate the implement of an annual security capacity building plan.
- Conduct thorough learning needs analysis and prepare training plans to meet identified learning needs.
- Monitor the SFPs to fulfill their safety and security responsibilities at the field level.

Qualifications/competence

- a.) A university degree in political sciences, international relations, humanitarian affairs or security management.
- b.) A minimum of 3 to 4 years working experience of managing security operations for humanitarian organizations/NGOs in a conflict setting.
- c.) Strong experiences as a trainer, ability to develop, implement, facilitate and impart learning to a wide range of audiences.
- d.) Proven experience as a professional and reliable manager, highly skilled in organizing large scale, fast paced and responsive programs.



- e.) Exceptional and organizational and coordinating skills with solid ability to provide team building, coaching and development of staff.
- f.) Excellent interpersonal and communication skills.
- g.) Good knowledge of Microsoft office (word, Excel and power point).
- h.) Fluent in English.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for. Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days after the deadline, consider your application unsuccessful.**