Head of Security (Ref. No: DDG-CS/HS/08/22)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head of Security.**

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of the One CGIAR, a global agriculture research partnership for a food secure future. Please visit https://www.iita.org/ for more information on IITA.

We are looking for a highly experienced security expert, with excellent interpersonal skills, knowledge of security systems and operations, having security intelligence contacts, with relevant work experience in an international, multicultural organization or company, with experience in Africa, ideally with Nigeria experience.

The Head of Security will be responsible for maintaining a safe and secure environment for staff, visitors, and stakeholders in IITA locations in Africa, and in Nigeria in particular and providing guidance for security operations in the stations; establishing and enforcing minimum operating security standards through security policies and procedures; supervising the security guard force directly in Ibadan and through the Station Administrators and Security Officers for other locations; and monitoring security operations across the Institute.

The Head of Security reports to the Deputy Director General, Corporate Services.

Position Responsibilities
- Lead the Security Unit of IITA.
- Plan, direct, or oversee security activities to safeguard IITA employees, guests, or others on IITA property against injury or death, molestation, harassment or intimidation, and safeguard IITA assets against loss or damage from any preventable cause including fire, theft, embezzlement, damage or destruction, trespass, espionage, or sabotage.
- Analyze and evaluate security operations to identify risks or opportunities for improvement.
- Write or review security related documents, such as incidents reports, proposals and tactical or strategic initiatives.
- Initiate appropriate strategies for security and safety.
- Implement an effective fire prevention protocol.
- Identify, investigate, or resolve security breaches and lead the search/investigative team.
- Monitor security policies, programs, or procedures to ensure compliance with internal security policies, licensing requirements, or applicable government security requirements, policies, and directives.
- Oversee the development of security systems for the protection of facilities, personnel, data, and assets, using a combination of management skills and specific security system knowledge.

- Set up video surveillance, alarm systems and install access control devices.
- Patrol building, ward off intruders and supervise parking procedures.
- Prepare country security plans, crisis management plans, business continuity plans, emergency evacuation plans for IITA stations in Africa and relocation plans for stations within Nigeria.
- Develop and implement a secure journey management system.
- Build institute-wide contacts to create an effective network that provides intelligence and safety and security conditions including managing the relationship with SOS International, security agencies, and heads of community around IITA campuses.
- Conduct security orientation and brief for staff members and inform and educate staff members on current security situations.
- Plan security for special and high-risk events, and VIP visitors.
- Motivate team members and communicate career and job expectations; plan, monitor, evaluate and review job contributions of Security Unit staff.
- Ensure capacity development of security professionals, including out-sourced security professionals, in security rules and procedures.
- Develop the budget for the Security Unit's operations and implement an efficient and effective cost spending and recovery system.
- Initiate the order for security -related supplies and equipment as needed.
- Participate in IITA Audit Committee and Risk Assessment Committee and others as requested to ensure IITA operates on best practices and is prepared to overcome security risks.
- Work together with CGIAR staff on security related matters, policies, and regulations.
- Perform any other job-related duties as may be assigned by the supervisor.

Educational Qualifications
The candidate should have a Master's Degree or MBA, with a Security Operations Management Diploma or comparable from a recognized university.

Core Competencies
- Relevant work experience of at least 15 years, with at least 6 years in a leadership function in an international, multicultural organization or company, with experience in Africa, ideally with Nigeria experience.
- Having proven security background.
- Excellent communication and interpersonal skills.
- Possessing the skills to deal with the fine line between asking people to observe security procedures and standards, while providing tactful services, to keep them safe.
- Committed and reliable, and having the ability to remain calm under pressure and in challenging security situations.
- Knowledge of basic accounting and finance principles.
- Excellent critical/analytical thinking and decision-making skills.
- Excellent leadership and people management skills, with Gender, Diversity, and Inclusion (GDI) awareness and understanding strong cultural awareness.
- Fluency in English with excellent verbal and written communication skills; working knowledge of French would be an advantage.

Duty Station: IITA-Headquarters, Ibadan, Nigeria with requirement to travel to other stations in Africa.

General information: The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in U.S. Dollars.

Applications: Applications must include a covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, and names and addresses of three professional referees (which must include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head of Human Resources. Please complete our online application form using this link: http://www.iita.org/careers

Closing Date: 5th September 2022

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.

While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.