



Job Description - Country Safety & Security Officer (Nigeria)

Job Title:	Country Safety & Security Officer
Job Location:	Kaduna, Nigeria
Reports to:	Safety and Security Manager, Nigeria
Responsible for:	Coordination of Security plan in Nigeria
Job Holder:	Vacant
Department:	Finance and Performance

Overview

The Country Safety & Security Officer, reporting to the Safety and Security Manager, is responsible for the coordination of the country security plan within Nigeria. The position ensures local risk controls and standard operating procedures are adhered to and coordinates field safety. The position will be based in Kaduna, Nigeria.

Key Responsibilities

Office security

- Implements and coordinates access control procedures.
- Manages office safety and security equipment such as fire and first aid kits and hibernation boxes.
- Manages surveillance equipment and systems such as CCTV in the office buildings

Domestic Travel

- Coordinates journey management and conducts risk assessments on all journeys outside of the office location.
- Manages and monitors all vehicle trackers
- Acts as point of contact for traveller communications.
- Coordinates assessment of all hotels in Nigeria used by Sightsavers staff in line with SOPs.

International Travel

- Coordinates and assesses all travel in Nigeria for international staff in conjunction with the Safety and Security Manager.
- Holds responsibilities for airport pick-ups and drop-offs.
- Delivers safety and security briefings to international visitors
- Maintains and updates the country welcome pack and arrivals brief.

Communications and Risk Assessment

- Holds the country emergency phone and maintains the emergency communications system.
- Holds responsibilities for all incident reporting within Nigeria.
- Coordinates country call tree, emergency contact lists and incident alert system.
- Assists the SSM and the Country Director in preparing risk assessments for current and new programmes.
- Attends INGO security forums as Sightsavers representative.
- Prepares monthly threat situational reports for the country director and SSM.

Road Safety

- Coordinates vehicle safety checks in liaison with the lead driver.
- Ensures all vehicles are registered and drivers are licensed.
- Ensures all Sightsavers vehicles are equipped in line with SOPs.
- Responsible for vetting of third-party vehicle providers

Health

- Updates and maintains approved hospital/clinic lists throughout Nigeria
- Ensures staff have appropriate medical equipment for domestic travel.

Ideal Candidate

- Nigerian national
- Bsc level education
- Good understanding of operating in central and northern states
- Previous experience of working for an INGO
- Good standard of spoken and written English
- Previous police or military experience desirable due to wider contact network
- Experience of conducting risk assessments
- Solid understanding of physical security management processes.
- Security management qualification (CPP, PCI, PSP, CPO or equivalent) preferred.

Date as of: December 2021