## About CRS:

Catholic Relief Services (CRS) is an International non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons on the basis of need, regardless of creed, ethnicity or nationality. CRS works through local church

and non-church partners to implement its programs, therefore, strengthening and building the capacity of these partner organizations is fundamental to programs in every country in which CRS operates. CRS reestablished presence in Nigeria in 2000 and has been a continuous leader in development and humanitarian response within Nigeria - focusing on the three Strategic Program Areas of Agriculture, Health and Emergency Response. Below are the existing vacancies within the country program.

**Position Title**: SILC Officer

## Band:

**Department:** Recovery/North-East **Reports To:** Program Manager II - STaR **Location:** Yola, Adamawa State.

**Job Ref Code:**

**Full JD Link:** https://bit.ly/2DIso3F LINK TO FULL JD ON GOOGLE DRIVE

## Background:

CRS will implement a multi-million-dollar, multi-year Germany Government funded, Kreditanstalt für Wiederaufbau (KFW)-managed ‘Stabilization and Reconciliation in the Lake Chad Region (STaR) Project’ in the North East of Nigeria. Through programming in agriculture & livelihoods, social cohesion, community infrastructure and local governance, the project is intended to contribute to the stabilization and reconciliation in the most affected regions of the Lake Chad Basin namely Borno and Adamawa in Nigeria, Diffa in Niger and, the Lake Region in Chad.

## Job Summary:

The SILC Officer will be responsible for implementing the SILC component of the STaR project in Adamawa and Borno states. S/he will also manage the SILC component of the project with a focus on mentoring and coaching of partner staff. S/he will ensure that all activities related to SILC in the project are implemented according to agreed standards and protocols.

## Job Responsibilities:

* Proactively contribute to strategic thinking on SILC issues for STaR program implementation.
* Oversee the development/review and timely implementation of SILC project work plans and activities, by ensuring the active engagement of all partner organizations
* Provide direct technical assistance to implementing partners to ensure technical soundness and high- quality SILC programming.
* Develop technical tools and materials to support SILC projects in the early recovery and resilience programs portfolio.
* Promote the project and the SILC PSPs (Paid Service Providers) to community stakeholders
* Ensure the quality of SILC groups through regular field visits and spot checks
* Organize and facilitate project events with local leaders, agents and groups, as needed
* Ensure timeliness and accuracy of agent reporting
* Review data collection forms and MIS reports and act to improve project performance
* Certify and launch PSPs
* Organize and oversee PSP networks
* Routinely brief STaR leadership on progress, promptly alert to emerging issues, problems and constraints or delays in the timely implementation of activities or any other factors that could affect the quality of the services and recommend and implement approved corrective measures
* Document the implementation process, lessons learnt and success stories in each year of program implementation

## Education and Experience:

* Degree in Business Management, Cooperative Management, Agricultural Economics or development studies
* Three years of working experience in development or savings and loans programs – including focus on at least one of the following sectors – income generation and livelihoods
* Previous experience with working with local partners (capacity building)
* Excellent oral and written communication skills
* Excellent training and facilitation skills
* Proficiency in Microsoft Office suite, including Word, Excel and Outlook
* Experience with participatory methods and partnerships
* Excellent English language oral and written communication skills
* Fluency in Hausa language as well as experience with northern Nigerian communities.

**Position Title**: Security Officer

## Band:

**Department:** Operations

**Reports To:** Head of Office - Yola **Location:** Yola, Adamawa State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2Grvaht LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Security Officer is responsible for coordinating operational security issues and sourcing of relevant security information within CRS project activity areas and in the entire Adamawa and southern Borno states.

## Job Responsibilities:

* Collection of information regarding safety and security situation in Adamawa and southern Borno states as well as on safety & security issues concerning CRS.
* Daily tracking and recording of all CRS vehicle field movements.
* Follow up of any calls made by Satellite phone and radio
* Track staff movement and advice Head of Office accordingly.
* Responding to security relevant incidents with information gathering and informing the Head of Office
* Maintain a state-wide network of influential actors and communication of CRS status and mission in the State.
* Escort field staff on outreach activities providing security support where necessary.
* Develop, consolidate and implement security operating procedures and contingency plans
* Assess equipment (including vehicles) and organizational assets to ensure equipment integrity
* Ensure that responsible guardians (Private Security Guards) have the capacities to perform their duties as per the SOPs
* Conduct monthly safety inspections such as: fire extinguishers, smoke/fire detectors and inspection of CRS facilities in the State as it pertains to health and safety to ensure equipment integrity.
* Identify, establish and manage context-appropriate approaches to assure CRS facilities are secure
* Submit regular contextual updates (weekly/monthly situational reports) to the Security Coordinator
* Work closely with CRS field teams to ensure all incidents and accidents are followed up with an official written Incident Report, which is then shared with relevant stakeholders and filed appropriately;
* Coordinate regularly with the Security Coordinator on safety and security issues and fulfil reporting requirements to the Country Office in Abuja.

## Education and Experience:

* Minimum of 3 years’ experience in the field of community engagement, risk management, safety and

security management or other related fields

* Degree in criminology, peace & security studies, political sciences or related subject
* Professional Certification in security studies.
* Be a Nigerian National
* Ability to plan and organize work and write clear and concise reports and communicate effectively (both in writing and verbally)
* Proven ability to prioritize tasks and meet deadlines
* Stable, moral, reliable and robust character and a good team-player
* Excellent communication skills, calm, with a good sense of humor
* Proven commitment to accountability practices
* Excellent Microsoft Office skills (Excel, Word, Emails, Skype, Web researches);
* Fluency in oral and written English and Hausa (Kanuri Speaking)
* Demonstrable training and capacity building experience

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: Finance/Grants Assistant

## Band:

**Department:** Operations

**Reports To:** Head of Office - Yola **Location:** Yola, Adamawa State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2SBTtj4 LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Finance/Grants Assistant will efficiently provide comprehensive information, clerical, and accounting services to assist the Finance Department in executing processes and delivering service needs that support high-quality implementation of the STaR project. S/he will deliver quality support, applying clearly defined accounting and financial reporting processes, procedures and service standards. S/he will manage project subrecipients and ensure that their financial management processes comply with donor and CRS requirements.

## Job Responsibilities:

* Complete standard financial documents (vouchers, wire transfer requests, checks, etc.) following a sample template with prescribed guidelines and circulate as needed.
* Provide administrative and clerical support to financial transactions processing. Prepare, type, photocopy, and scan related documentation. File accounting and financial reporting documentation as instructed.
* Compile supporting documentation (liquidation/receipt package) to support processing of financial transactions. Communicate with staff, sub recipients, partners, suppliers to follow up on required documents.
* Perform data entry for financial transactions recording, following validation by the next-level Finance staff.
* Keep custody of various documents (e.g. blank/undelivered checks, fuel coupons, etc.).
* Collating, follow-up and sending of monthly staff timesheet to Maiduguri
* Conducting compliance assessment visits to subrecipient partner offices
* Processing and vetting of partner liquidations

## Education and Experience:

* HND / BSc in Accounting.
* Professional qualifications in Accounting, Finance, Economics, or Business Administration a plus.
* Understanding of donor requirements for institutional donors – German government, DFID, USAID, EU, ECHO etc.
* Minimum of two years’ work experience in a similar role with some familiarity of standard accounting

practices. Experience with an international organization a plus.

* Experience using MS Office packages including Excel and Word. Hands-on experience with data entry into online databases and forms.

**Travel Required** 30% to field locations in Borno and Adamawa

**Position Title**: Admin/Logistics Assistant

## Band:

**Department:** Operations

**Reports To:** Head of Office - Yola **Location:** Yola, Adamawa State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2IhiziC LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Admin/Logistics Assistant will provide service in the day-to-day delivery of responsive, effective and efficient administrative and fleet management activities in support of the KFW STaR project. You will provide consistent and high-quality service and contribute to the proper stewardship of resources to help ensure operational effectiveness in support of high-quality programming. S/he will support the Head of Office in Adamawa to manage the Yola office.

## Job Responsibilities:

1. General Administrative Duties:
	* Provide updates on anticipated administrative needs.
	* Manage day-to-day operations of the CRS office in Yola.
	* Provide general administrative support to the operation of project activities.
	* Organize proper storage and issuance of stock, maintain stock reports and monitor usage.
	* Organize transport and distribution of project materials to project sites.
	* Maintain files and support the dissemination of project information among the project team.
	* Work in collaboration with operations/facility staff in Maiduguri to ensure proper running of the project office in Yola.
	* Work collaboratively with other project team members to ensure necessary project planning, resource availability and management activities function smoothly and efficiently.
	* Support program staff with request for advances and cash disbursements
2. Support Project and CRS-wide meetings, trainings and activities:
	* Schedule and coordinate internal and external meetings, including invitations, meeting space, logistics, provision of materials and refreshments.
	* Filing (electronic and hard) project documents, meeting minutes and technical documents.
	* Maintain inventory of all project partner’s contact information.
	* Maintain project assets inventory register in collaboration with the grant unit
	* Liaise with the IT department on hardware and software issues to ensure functionality to meet ongoing and ad hoc needs
	* Support the establishment and function of project resource center and project information management
3. Logistics and itineraries:
	* Manage drivers in Yola office and ensure efficient fleet management in Adamawa and southern Borno
	* Ensure logistical support to staff/visitor itineraries
	* Be the primary point of contact for visitors’ administrative needs
	* Coordinate staff movements including leave, field trips and all required logistics using the movement and leave tracker.
	* Assist with correspondence, letters, and invitations.

## Education and Experience:

* Minimum of first degree in any field
* Two years’ experience working in an office environment in a clerical or administrative role. Experience with a local or international NGO a plus.
* Experience with typing/word processing, data entry into online databases and forms, and working with various office equipment.
* Experience in MS Office package (Excel, Word, PowerPoint, Visio) and information management systems. Proficient in Word.
* Ability to communicate in English and Hausa Language is essential

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: Program Assistant

## Band:

**Department:** Programs

**Reports To:** Agriculture/Livelihoods Officer - STaR

**Location:** Biu, Borno State

**Job Ref Code:**

**Full JD Link:** https://bit.ly/2TKeTqV LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Program Assistant will be required to work within a multi-sectoral setting including infrastructure, agriculture, livelihoods, social cohesion and governance. The post holder will deliver effective, highly competent project support and consistently deliver in a person-centered environment which promotes positive relationships. S/he will manage the CRS office/guest house in Biu and ensure field activities in Southern Borno are well-coordinated.

## Job Responsibilities:

1. General Administrative Duties:
	* Liaise with administration support staff to provide updates on anticipated administrative needs.
	* Manage day-to-day operations of project office in Biu.
	* Provide general administrative support to the operation of project activities.
	* Organize proper storage and issuance of stock, maintain stock reports and monitor usage.
	* Organize transport and distribution of project materials to project sites.
	* Maintain files and support the dissemination of project information among the project team.
	* Work in collaboration with operations/ facility staff in Yola/Maiduguri to ensure proper running of the project office in Biu.
	* Work collaboratively with other project team members to ensure necessary project planning, resource availability and management activities function smoothly and efficiently.
	* Support program staff with request for advances and cash disbursements
2. Support Project and CRS-wide meetings, trainings and activities:
	* Schedule and coordinate internal and external meetings, including invitations, meeting space, logistics, provision of materials and refreshments.
	* Support in drafting meeting notes and record all proceedings and share with meeting participants.
	* Filing (electronic and hard) project documents, meeting minutes and technical documents.
	* Maintain inventory of all project partner’s contact information.
	* Maintain project assets inventory register in collaboration with the grant unit
	* Liaise with the IT department on hardware and software issues to ensure functionality to meet ongoing and ad hoc needs
	* Support the establishment and function of project resource center and project information management
3. Logistics and itineraries:
	* Ensure logistical support to staff/visitors including liaising with operations on itineraries
	* Make appointments according to schedules developed by department members
	* Be the primary point of contact for visitors’ administrative needs
	* Communicating material and cash needs to Finance and/or Administration in a timely manner.
	* Coordinate staff movements including leave, field trips and all required logistics using the movement and leave tracker.
	* Assist with correspondence, letters, and invitations. Act as liaison between programs staff and dispatcher.
4. Serves as the interface between technical team and the operations unit.

## Education and Experience:

* + Minimum of a university degree.
	+ Minimum of 2 years work experience in program support
	+ Experience working with local or international NGO a plus
	+ Interest in development issues
	+ Strong computer skills required, especially the ability to work comfortably in the MS office package
	+ Excellent interpersonal skills and ability to work successfully in team environment
	+ Demonstrated ability to assess priorities and handle multiple tasks simultaneously to meet deadlines with attention to detail and quality;
	+ Strong organizational skills and communication skills
	+ Ability to work and manage various projects in a team setting, with limited supervision
	+ Fluency in English, Hausa/Kanuri
	+ Ability to work well with people at all levels.
	+ Strong initiative and self-motivation required, with a commitment to teamwork and effectiveness within a dynamic integrated project.
	+ Passion to reach the most vulnerable groups
	+ Ability and willingness to travel to project locations

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: MEAL Assistant

## Band:

**Department:** Programs

**Reports To:** MEAL Officer - STaR **Location:** Biu, Borno State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2N89wzh LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The MEAL assistant will work with the MEAL officer and implementing partners to provide strategic guidance on STaR’s Monitoring, Evaluation, Accountability and Learning (MEAL). S/he will support MEAL activities across all sectors including periodic assessments / surveys and routine gathering of project implementation information collection; s/he will implement efficient systems for accountability to beneficiaries, donors and other stakeholders; s/he will collate and archive project documentation; and foster cross-learning among projects.

## Job Summary:

The MEAL assistant will work with the MEAL officer and implementing partners to provide strategic guidance on STaR’s Monitoring, Evaluation, Accountability and Learning (MEAL). S/he will support MEAL activities across all sectors including periodic assessments / surveys and routine gathering of project implementation information collection; s/he will implement efficient systems for accountability to beneficiaries, donors and other stakeholders; s/he will collate and archive project documentation; and foster cross-learning among projects.

## Education and Experience:

* + Understanding of MEAL standards used by major donors including USAID, Government of Germany, DFID and EU.
	+ Bachelor’s degree in Information Sciences, Monitoring and Evaluation or relevant field or equivalent

experience.

* + Minimum 2 years of experience in a MEAL role on a development or humanitarian project
	+ Demonstrated experience in planning and delivering effective trainings.
	+ Strong team player with the ability to take initiative and work well independently.
	+ Excellent verbal, interpersonal and written communication skills in English.
	+ Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.
	+ Knowledge of Hausa and Kanuri is an added advantage.
	+ Knowledge of CRS MEAL standards and policies.
	+ Prior experience in a similar position in the Northeast Region of Nigeria.

## Personal Skills

* + Ability to work to meet deadlines in multiple tasking environments
	+ Excellent organization, planning and analytical skills; detail oriented
	+ Excellent communication and interpersonal skills, with demonstrated strength in relationship management

**Position Title**: Governance Officer

## Band:

**Department:** Programs

**Reports To:** Program Manager II - STaR

**Location:** Yola, Adamawa State

**Job Ref Code:**

**Full JD Link:** https://bit.ly/2BAt2jA LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Governance Officer will be responsible for the delivery of the local governance component of the STaR project. This will include providing technical advice, overseeing governance trainings and working with government ministries and department agencies (MDAs) and communities to establish / strengthen governance structures. S/he will lead the assessment of local government (LGA) capacities, and development and implementation of organizational development plans. Working closely with the Social Cohesion Officer, the Governance Officer will ensure that local government entities are involved in peacebuilding activities and are linked to community disaster risk reduction activities.

## Education and Experience:

* At least a bachelor’s degree or Higher National Diploma (HND) in political sciences, public administration or relevant field or equivalent experience.
* Minimum 3 years of experience in management of governance projects in developing countries. Experience in Nigeria and particularly the Northeast will be a bonus.
* Demonstrated experience in designing governance trainings and establishing governance structures at both the community and government levels.
* Proven experience in working closely with government MDAs in Nigeria.
* Thorough understanding of the Nigerian Government structure at the National, State and LGA levels.
* Strong team player with the ability to take initiative and work well independently.
* Excellent verbal, interpersonal and written communication skills in English.
* Fluent command of Hausa and/or Kanuri language
* Ability to exercise good judgment, discretion, tact, and diplomacy.
* Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: Procurement Assistant

## Band:

**Department:** Operations

**Reports To:** Head of Office - Yola **Location:** Yola, Adamawa State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2E9eLfp LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Procurement Assistant will effectively perform various activities throughout the procurement cycle to assist the acquisition of goods and services in support of the delivery of high-quality programming to the poor and vulnerable. His/her abilities will allow them to successfully support the quality and efficiency of procurement and purchasing activities applying the principles of stewardship, integrity, transparency, and accountability. S/he will support all infrastructure activities on the STaR project.

## Job Responsibilities:

* + Assistance with the preparation of request for quotation, initiations to bid, requests for proposal and co-ordination of their timely dispatch by fax and messenger,
	+ Maintain current up to date procurement documents / manuals.
	+ Routing copying and circulation of quotes, bids and proposal for evaluation.
	+ Researching pricing obtaining quotes, locally on low value items.
	+ Work closely with Infrastructure Specialist to supervise infrastructure activities and cash for work program
	+ Work with private contractors to plan, design and deliver medium-scale infrastructure projects
	+ Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid, contract award notice and that contract documents are distributed accordingly.
	+ Assist with managing the administrative process throughout the duration of the preparation of all documentation until the award of the contract.
	+ Preparation of procurement tracker.
	+ Coordinate with requestors and make sure the right materials needed, find out the sample of material to be purchased if necessary.
	+ Provide purchased materials to the responsible receiving office and do all actions for completing the process.
	+ Maintain appropriated records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability and audit purpose.
	+ Perform other duties assigned

## Education and Experience:

* + Minimum of bachelor’s degree in relevant field.
	+ Minimum of two years professional experience in an administrative or procurement capacity.
	+ Excellent English language skills written and spoken. Hausa/Kanuri a plus.
	+ Excellent interpersonal skills must be able to interact in a mature, professional and friendly manner with local and international colleagues of differing religious and cultural backgrounds.
	+ Ability to work on multiple tasks concurrently and under pressure.
	+ Excellent knowledge of computer software – MS Office and Excel especially;
	+ Must be flexible and be able to work independently and as part of a team.

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: Agriculture Livelihoods Officer

## Band:

**Department:** Programs

**Reports To:** Program Manager II - STaR

**Location:** Biu, Borno State

**Job Ref Code:**

**Full JD Link:** https://bit.ly/2DAxqPq LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

The Agriculture / Livelihoods Officer will provide technical leadership, guidance and capacity strengthening to STaR project in the areas of agriculture-based livelihoods and food security. S/he will provide guidance in the implementation of STaR agriculture & livelihoods activities using CRS approaches and methodologies as articulated in the project proposal documentation to improve household food security and resilience of targeted communities. Focus areas will include improved agricultural practices, increasing yields, diversification of livelihoods, value addition to existing agricultural produce, improved storage, strengthening

of producer groups, agro enterprise, and collective marketing of focus crops. S/he will liaise with relevant government ministries, other technical experts and agencies working in the field of agriculture-based livelihoods. The position will liaise with private sector partners to deliver the market optimization model.

## Education and Experience:

* Bachelor’s degree in agronomy, agricultural economics, crop/animal science or relevant field or

equivalent experience.

* Minimum 3 years of experience in management of agriculture production and/or value-chain activities in developing countries. Experience in Nigeria and particularly the North East will be a bonus.
* Demonstrated experience in designing and implementing agriculture projects in rural and peri-urban settings.
* Demonstrated experience in training design, development of training curriculum, delivery and mentoring in subject matter relevant to this position.
* Experience with the implementation, monitoring and evaluation of sustainable agriculture development and food security
* Experience with market development approaches such as agricultural value-chain development (linking producers to markets) programming.
* Previous experience carrying out and using the results of technical capacity assessments in the areas of agricultural production, value-chain development, food security and related fields.
* Strong team player with the ability to take initiative and work well independently.
* Excellent verbal, interpersonal and written communication skills in English.
* Ability to exercise good judgment, discretion, tact, and diplomacy.
* Proficiency in the use of Microsoft Office suite, including Word, Excel, PowerPoint and Outlook.

**Travel Required** 60% to field locations in Borno and Adamawa

**Position Title**: Program Manager

## Band:

**Department:** Programs

**Reports To:** Emergency Response Program Manager II

**Location:** Damaturu, Yobe State

**Job Ref Code:**

**Full JD Link:** https://bit.ly/2NjXF1n LINK TO FULL JD ON GOOGLE DRIVE

## Job Summary:

You will manage programming in the Country Program (CP) for FFP designing and implementing projects advancing Catholic Relief Services’ (CRS) work in serving the poor and vulnerable. Your management skills and knowledge will ensure that the CP delivers high-quality programming and continuously works towards improving the impact of its programming.

**Job Responsibilities:**

# Manage and implement all activities throughout relevant project cycles - project design, start-up, implementation and close-out - to ensure efficient and effective implementation in line with CRS program quality principles and standards, donor requirements, and good practices. Ensure project team and partner staff use the appropriate systems and tools.

* + Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the

recruitment process of project staff, and complete performance management for direct reports.

* + Champion learning with project staff and partner teams. Analyze and evaluate project performance data following MEAL policy. Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.
	+ Act as a key resource person in project design and proposal development in respective programming area, gap-filling and taking on growth responsibilities, as needed.
	+ Effectively manage talent and supervise. Manage team dynamics and staff well-being. Provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance management for direct reports.
	+ Coordinate the identification of staff capacity and technical assistance needs of partner organizations and capacity strengthening and required interventions to support quality project implementation.
	+ Help identify, assess and strengthen partnerships relevant to e-voucher programming in Yobe State applying appropriate application of partnership concepts, tools and approaches.
	+ Coordinate and monitor financial and material resources relevant to project needs. Through planning and oversight ensure efficient use of project resources

## Education and Experience:

* + - Master's Degree in International Development, International Relations or in the field related to business or economics required. Additional experience may substitute for some education.
		- Minimum of 2 years of relevant field-based experience in coordinating or managing light to moderately complex projects required, preferably with an international NGO.
		- Additional experience may substitute for some education.
		- Project management experience in Markets based approach programming is highly desirable.
		- Experience engaging with partner organizations.
		- Experience contributing to the development of technical proposals.
		- MEAL skills and experience preferred.
		- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint), Web Conferencing Applications, information management systems.

Personal Skills

* + - Strong critical thinking and creative problem-solving skills with ability to make sound judgment.
		- Strong relationship management skills and the ability to work effectively with culturally diverse groups.
		- Strong written and verbal communication skills with ability to write reports
		- Proactive, results-oriented, and service-oriented

**Required/Desired Foreign Language**: Kanuri, Hausa and other relevant local languages Travel Required.

**Position Title**: Security Coordinator

## Band:

**Department:** Programs/Emergency **Reports To:** DCR – Emergency Respnse **Location:** Maiduguri, Borno State **Job Ref Code:**

**Full JD Link:** https://bit.ly/2ttyYq1 LINK TO FULL JD ON GOOGLE DRIVE

## Primary Responsibilities:

* + Working closely with the Security Manager and DCR develop standard operational procedures (SOPs) and Contingency Plans for operations in the northeast and ensure they are current.
	+ In collaboration with the Security Manager and the DCR, establish a system in the northeast that monitors security reports for immediate CP action as appropriate – telephone tree for the northeast for example. Keep WhatsAPP communication tree current.
	+ Ensure that security is part of all new staff orientation and all visitors traveling receive security briefings.
	+ Support the country program in creating and maintaining a culture of safety and security.
	+ Together with the Security Manager, ensure key security focal points in the northeast receive security refresher trainings, as needed.
	+ Together with the Security Manager and DCR, ensure all staff based in the northeast receive personal security training
	+ Produce and distribute regular security reports in good, standard English.
	+ Cultivate and develop networks, formal and informal, to generate useful, timely, and factual information related to security.

## Specific Responsibilities:

* + Focal point for gathering and analysis of security information about the North-East.
	+ Develop local networks locally with stakeholders and partner organizations in the North-East.
	+ Ensuring staff adherence to requirements of Nigerian Country Field Security Plan and advise on any appropriate updates to that plan.
	+ Monitor Threat Indicators in the North-East, develop triggers for action and advise the DCR.
	+ Monitor compliance to CRS Minimum Office and Residential Security Standards.
	+ Conduct briefings for new staff and visitors to the North-East with regard to safety and security.
	+ Ensure all trips and movement are conducted in line with CRS Safety and Security Standards.
	+ Extablish CRS Borno State effective system for tracking all CRS travel and movement in t4he State
	+ Establish/maintain effective security information networks with external actors.
	+ Attend Humanitarian Security Meetings held in Maiduguri (Eg UNDSS, OCHA, INSO, and CIVIL- MILTARY).
	+ Ensure regular review of Security Situation in Maiduguri and the entire North-East.
	+ Ensure equipment integrity of all Safety, Security and Communications item in CRS locations in the North-east. This includes communications, fire safety, and first aid equipment.

## Education and Experience:

* + Minimum of 3 years’ experience as a security officer/manager in a Humanitarian/Recovery context.
	+ Certification in Security Management or Military and Para-Military training of not less than ten years.
	+ First Degree or any equivalent qualification.
	+ Previous working experience in complex and volatile contexts.
	+ Knowledge of Hausa and Kanuri language and other Borno language is required.
	+ Ability to work under pressure
	+ Highest Standards of Ethics and Integrity
	+ Ability to work in insecure environments
	+ Communicating with impact and respect.
	+ Strong interpersonal, communication and organizational skills as well as good judgment and vision.
	+ Must be familiar with and committed to gender equity in programming and management practices
	+ Strong written and verbal communication skills.
	+ Sound coordination skills and a demonstrated ability to multi-task.
	+ Demonstrated proactive leadership ability,
	+ Diplomacy, flexibility, and resourcefulness.
	+ Strong critical thinking and creative problem-solving skills.
	+ Ability to work effectively in diverse environments and Calmness under pressure

## How to Apply:

Interested candidates should download the CRS Application Form using the link (https://bit.ly/2B9iJB9), fill and send with a detailed resume as one document in pdf indicating position being applied for and the Job Ref Code as the subject of the application (e.g. MEAL Director, MED211118)

Completed applications are to be sent to vacancies.ne.nigeria@crs.org. Deadline for submission is **COB (i.e. 5:00pm), March 4, 2019**.

## Equal Employer Opportunity:

“CRS is an equal –opportunity employer, does not discriminate based on race, color, religion and we are committed to gender sensitive programming and management’. etc.

Qualified women are strongly encouraged to apply”

## Statement of Commitment to Protection:

‘’CRS’ recruitment and selection procedures reflect our commitment to protecting children and vulnerable

adults from abuse and exploitation’’