

JOB DESCRIPTION

POSITION: Logistics/Security Officer

SUPERVISOR: Programme Manager

LOCATION: Sudan

Overview: The Logistics/Security Officer (L/SO) will provide logistics and security support to the emergency response in Darfur, Sudan, and ensure that appropriate and sustainable systems are established and local staff trained. The L/SO will ensure smooth operations of transportation, preventive and necessary maintenance of vehicles, facilities in Darfur office and residences, and timely and cost-effective procurement of quality goods. S/he will assess the security of the operational environment and maintain an effective security management system in accordance with organisation XX's standards.

Specific Duties:

- Assess programme activities and their impact on staff security and make recommendations to reduce staff vulnerability.
- Check with external agencies (UN, government offices, police) and internal sources (other staff, radio, foreign embassies) on security situation for daily operations and advise the Programme Manager on daily decisions related to staff movements and precautions.
- Keep security procedures updated and communicated to all staff.
- Maintain an up-to-date security plan consistent with the organisation's standards and ensure that all staff are familiar with its content and support the Programme Manager in enforcement of those standards.
- Develop and implement a security training plan for all staff; develop and apply evaluation processes to determine that training competencies are met.
- Establish and maintain a schedule of preventive maintenance for all vehicles to ensure proper functioning at all times. Coordinate with the Khartoum office to ensure appropriate registration of all vehicles.
- Provide guidance to the Programme Manager on vehicle fleet management policies; ensure vehicle inspection procedures are applied and all vehicles are properly equipped; train drivers in established procedures and requisite skills.
- Ensure that the organisation's storage facilities are secure and properly managed including proper inventory records.
- Regularly assess communications needs at post, ensure availability of appropriate communications technology, and update the emergency communication contact list; orient all staff to emergency communication procedures and technology; test the emergency communication system regularly, analyse results, and make appropriate revisions.
- Review monthly vehicle log sheets and prepare monthly report of fuel and maintenance of vehicle.
- Oversee implementation in Darfur of procurement policies and procedures. Track goods received and delivered by item, cost, area of distribution, beneficiaries, donors.

- Develop security briefing materials and ensure that all new employees, international or national, receive appropriate security orientation within 72 hours of arrival in the field.
- Strengthen and apply office and residential facilities' security standards and selection procedures.
- Liaise with the Global Security Director as well as UN and NGO security personnel.
- Ensure proper use of the security incident reporting system; apply the analytical framework to incident data; and share information among staff and with other NGOs, as appropriate.
- Conduct security assessments in new areas of Sudan prior to entry by the organisation's programme staff.
- Prepare regular reports for as requested by the Programme Manager.
- Supervise logistics and security staff members and ensure proper training as required.

Requirements:

Bachelor's Degree in a related field or at least 5-7 years comparable related experience; Minimum 5 years' progressive non-profit work experience with international humanitarian assistance programmes, supervisory experience; Minimum 3 years' overseas work experience; Minimum 2 years' security management experience in international humanitarian, military or police setting. Advanced level of understanding of various communications technologies, including VHF and HF radio systems, satellite phones, mobile phones, etc. Excellent English communication skills; Effective people management skills; Solid training skills; the ability to develop and implement successful training sessions; Solid organisational skills; the ability to be flexible and work well under pressure in a fast-paced team environment; Knowledge of Arabic desirable.

Requires at least 5-7 years of experience in commodities programming and logistics management in a developing country. Experience working in conflict settings and insecure environments preferred. Ability to lead and organise. Good oral and written English communication skills. Arabic language ability strongly desired. Proven ability in relating with national staff and governmental authorities. Must have experience working in a relief setting. A knowledge of basic SPHERE guidelines preferred.