

**Job Title** : Security Officer

**Unit/ Division** : Security

**Type of Contract/ Level** : Fixed-Term (NO-B)

**Duty Station (City & Country)** : Kinshasa, DR Congo

**Duration** : 12 Months

## **ABOUT**

This position is based in Kinshasa and reports to the Head of Security. Considerable internal travel will be required as part of this role.

## **THE ROLE**

To support the management of WFP's security day-to-day operations to facilitate the effective delivery of programmes that meet food assistance needs and maintain the security and safety of WFP personnel, activities and facilities.

**KEY ACCOUNTABILITIES** (not all-inclusive, within delegated authority):

- Contribute to the security and safety contingency and continuity planning for the office supporting the standardization and implementation of plans and that emergency systems are regularly tested for WFP facilities in-country.
- Liaise with United Nations Department of Safety and Security (UNDSS) and the in-country security management apparatus and attend security operations management meetings, to ensure WFP management and staff are fully briefed on security matters in RB/CO.
- In conjunction with WFP Field Security Division, provide operational support to the Country, Area and Field Offices for achievement of Minimum Operational Security Standards (MOSS) and Minimum Operational Residential Security Standards (MORSS) compliance.
- Responsible for all facilities access control measures and procedures to ensure safety and security of WFP staff and visitors in line with UNSMS best practices.
- Provide support to the management of security budget including procurement planning to facilitate efficient and cost effective resources management.
- Responsible for management of security equipment to ensure it is issued correctly, is in serviceable condition and is in compliance with the established security standards.
- Maintain liaison with Human Resources Unit regarding a number of security staffing matters (e.g. recruitment, contract management, capacity building), to ensure compliance with the established WFP policies and procedures.
- Collect information about local security developments, issues and potential impact upon WFP operations for supervisor's attention in order to support security and operational activities.
- Prepare accurate and timely reports to contribute to the consistency of information presented to the senior managers.

- Provide security orientation briefing to newly arrived staff to ensure staff are well-informed of local security conditions and procedures.
- Support training activities as required to build the security capabilities of WFP and external partners.
- Support the supervisor during emergencies to meet changing needs.

## **QUALIFICATIONS AND EXPERIENCE**

### **Education:**

- Advanced University degree in Security Management, International Relations or Law Enforcement or other relevant field, or First University degree with additional years of related work experience and/or training/courses.
- A diploma obtained from Military/Police Academy with qualifying relevant experience may be accepted in lieu of the First University degree.

### **Experience:**

- Typically three year or more of progressively responsible professional experience in security management (relevant military, policy or corporate) and/or security risk management, with a background and interest in international humanitarian development.
- Experience in managing support staff.

### **Language:**

- Fluency (level C) in French language and intermediate (Level B) in English.

## **MORE ABOUT YOU:**

- Good theoretical understanding of security management concepts and principals with a knowledge of best practices, techniques and processes.
- Ability to assimilate a range of information and make basic analyses to support the development of efficient solutions.
- Good communication skills and ability to adapt communication style to different situations and individuals.
- Ability to contribute to and/or deliver effective briefing and training, assessing participant needs.
- Knowledge of common business principals and processes and the ability to quickly assimilate UN/WFP specific processes and systems.