Organisational background

Established in 2003, Malaria Consortium is one of the world’s leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include: disease prevention, diagnosis and treatment; disease control and elimination; systems strengthening; research, monitoring and evaluation leading to best practice; behaviour change communication; national and international advocacy and policy development.

Country and project background

The Nigeria Country Office in Abuja, started operations in 2008, through the DFID/UKaid funded Support to National Malaria Programme, SuNMaP (2008 – 2016). The office had presence in 23 states of the country and has managed at various times, about 15 programmes and projects. It follows the mandate of the parent organization in Nigeria and has been working specifically in the following areas:

- Malaria control/elimination
- Integrated community case management (iCCM) for malaria, pneumonia and diarrhoea
- Nutrition
Neglected tropical diseases (NTDs)

Malaria Consortium has recently become a sub-recipient for the new grant of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GF) under the National Malaria Elimination Programme (NMEP) and Catholic Relief Services as the principal recipients.

The goal of the grant is to contribute towards reducing the malaria burden to pre-elimination levels and bringing malaria-related mortality to zero by 2020 in Nigeria. The programme is being implemented in 13 states of Nigeria. MC is implementing the facility-based treatment aspects of the programme in six out of the 13 states – Gombe, Jigawa, Kaduna, Kano, Niger and Yobe; and an integrated community case management (iCCM) components in two states – Kebbi and Niger.

In the second year of implementation, a new intervention, Seasonal Malaria Chemoprophylaxis (SMC) was added to be implemented in two states (Katsina and Yobe) and LLIN campaign in Yobe.

**Job purpose**

The job holder will be responsible for ensuring that all Malaria Consortium activities in six states where the GF programme are implemented in a safe manner, following agreed SOPs and with daily decision making based on risk and security awareness.

**Scope of work**

The Security Manager position will be in charge of managing the day to day security of all Malaria Consortium operations in 6 states in the GF programme to ensure the achievement of project objectives. Successful candidate will analyse complex security issues and contexts, define and continually refine security SOPs, give sound practical safety and security advice, and along with the Campaign Manager and the Country Safety and Security Focal Point make decisions to support safe operations.

**Key working relationships**

The Security Manager will work closely with the Campaign Manager, Malaria Consortium staff in targeted states, the Country Safety and Security Focal Point, peer NGO security focal points, security agencies within the International NGO sector at the State and LGA levels.

**Key accountabilities**

**Security Support: 100%**

1. Establish, implement and continually update the programme Safety and Security Plan, with SOPs including communications and movement protocols, security tree, information flows, etc.
2. Establish and maintain an active information network, which includes state security actors, peer NGO security focal points and relevant security alert sources to obtain daily reliable and credible and relevant safety information.
3. Input daily and weekly into all project activity plans for the programme, LGA, Ward and community activities ensuring that all activities are planned based on the principle of ‘staff safety first’
4. Along with the Campaign Manager and the Country Safety and Security Focal Point, make daily decisions on project activities from a security perspective, restricting or delaying activities and/or movements where needed.

5. Maintain a movement tracker for the movement of all state staff and temporary employees, ensuring that it is updated daily and accurate at all times, and includes start and end locations, estimated start and end times, driver and passenger names and contact details, vehicle details.

6. Ensure that for all state staff movements there is an agreed mode of communication that is functional in the areas to be visited, with agreed check-ins for every trip.

7. Ensure that all state staff are trained on and are familiar with, and follow the programme Safety and Security Plan and associated SOPs.

8. Ensure that all staff received security briefings on starting their role and that there are weekly security briefings for all staff.

9. Provide weekly security reports to the Campaign Manager, the Country Safety and Security Focal Point, the Country Director and the Global Operations Manager, including with a risk map by LGA and LGAs with planned activities for the following week, highlighting relevant risks and mitigation plans.

10. Embed all safety and security SOPs and develop the safety and security capacity of the State staff.

11. Ensure that all Malaria Consortium vehicles, offices and rented vehicles have the right equipment and tools to support good safety and security, and that all such equipment is regularly checked and tested.

12. Be the Yobe state Fire Warden, ensuring that the office and vehicles have relevant fire safety equipment that is regularly tested, and conducting periodic fire drills.

**Person specification**

**Qualifications and experience:**

**Essential**

- Minimum of 10 years’ experience in security management of operations in a conflict situation
- Demonstrated courses in security management
- Has held a senior security manager role in an international NGO within the last years
- Significant experience in risk analysis and management
- Ability to reside and work in Yobe state
- Ability to demonstrate their links with relevant security networks in Nigeria

**Desirable**

- Strong interpersonal and communication skills
- Ability to work independently in an organized manner but within an integrated team
- Ability to give attention to details
Work-based skills and competencies:

**Essential**

- Ability to work on own initiative and as part of a team
- Ability to multi-task
- Strong Microsoft office suite skill
- Superior attention to detail
- An effective communicator
- Excellent analyst
- A good trainer Proven writing skills in English
- Ability to work effectively in a culturally sensitive setting
- Ability to explain complex security issues to a non-technical audience

**Desirable**

- Demonstrable passion for Malaria Consortium’s mission; a strategic manager with integrity and a desire to work in a dynamic environment
- Strong analytical skills and experience interpreting a strategic vision into an operational model
- A collaborative and flexible style, with a strong service mentality
- Proven representational skills

### Core competencies:

<table>
<thead>
<tr>
<th>Delivering results</th>
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<tbody>
<tr>
<td>✓ <strong>Level C: Supports others to achieve results</strong> Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.</td>
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<tr>
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<td>✓ Supports others to manage and cope with setbacks</td>
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<tr>
<th>Analysis and use of information</th>
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<td><strong>LEVEL C - Works confidently with complex data to support work</strong></td>
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<tr>
<td>✓ Interprets complex written information</td>
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<tr>
<td>✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks</td>
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<tr>
<td>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</td>
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<td>✓ Builds strong networks internally</td>
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</table>
- Participates actively in external networks and/or think tanks.
- Engages with relevant experts to gather and evaluate evidence
- Shares and implements good practice with internal and external peers

**Leading and motivating people**

**LEVEL C - Effectively leads and motivates others or direct reports.**
- Gives regular, timely and appropriate feedback,
- Acknowledges good performance and deals with issues concerning poor performance
- Carries out staff assessment and development activities conscientiously and effectively
- Develops the skills and competences of others through the development and application of skills
- Coaches and supports team members when they have difficulties

**Flexibility/ adaptability**

**LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills**
- Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results
- Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)
- Makes clear and timely decisions within remit of own role

**Living the values**

**LEVEL C - Supports others to live Malaria Consortium’s values**
- Demonstrates personal integrity by using position responsibly and fairly
- Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences

**Strategic planning and thinking and sector awareness**

**LEVEL B - Is aware of others’ activities and vice versa in planning activities**
- Takes account of team members and others’ workloads when planning.
- Maintains awareness of impact on other parts of the organisation, keeping abreast of other’s activities, objectives, commitments and needs
- Has a good understanding of the sector in which Malaria Consortium works