

## Security Assistant (Based in Dadaab)

Location: [Africa] [Kenya]

Town/City: Dadaab

Category: Security

**Job Title** : Security Assistant

**Reporting to** : The Project Manager – Food Assistance

**Work Location** : Alinjugur

### Security Support

- Review Security Risk Assessments as per risk ratings.
- Provide security support to the area of operation in crisis situations and critical incidents.
- Support contingency plans for Programme suspension, staff hibernation, relocation and evacuation plans.
- Conduct periodic office assessments to ensure that all safety and security equipment are available and in serviceable condition.
- Track staff movement during working hours to ensure safe travels
- Conduct security investigations when required.
- Support Periodic review of Security risk rating in accordance with Core Security Requirements.

- Continuously monitor the prevailing security context in the field
- Develop security plans and standard operating procedures, and monitor compliance

### **Radio Communication**

- Operate radio equipment in order to communicate with World Vision vehicles on transit and other remote operations
- Ensure that the radio equipment is well maintained at all times and report malfunction to relevant authorities.
- Ensure that antennas and mobile communication units are able to support emergency operations
- Coordinate radio-related aspects of locating and contacting vehicles that are missing or in distress
- Monitor emergency frequencies in order to detect distress calls and respond.
- Send, receive and interpret coded messages
- Communicate with receiving operators in order to exchange transmission instructions.
- Transmission and receiving of radio signals
- Provide technical support on the usage of satellite phones

### **Repair and troubleshooting**

- Ensure that the radio equipment is well maintained at all times and report malfunction to

relevant authorities.

- Ensure that antennas and mobile communication units are able to support emergency operations

## **Documentation**

- Operate sound-recording equipping in order to record signals and preserve broadcasts for such as analysis by intelligence personnel
- Ensure compliance of applicable regulations radio communications and report violations.
- Provide regular security reports
- Ensure that all security incidents are reported in accordance with WV Security Policy.
- Collect, analyze and disseminate security information appropriately.

## **Networking and Engagement**

- Represent WVK at local NGO security network meetings and ensure information from these groups is disseminated to relevant staff.

Any other duty as may be assigned by the supervisor or designee from time to time

## **Qualifications: Education/Knowledge/Technical Skills and Experience**

- Diploma in Criminology and Security Studies, Military Science, Security management

and Police Science, Security and Disaster Management, Forensic and Criminal Investigations, telecommunications with Security training or related fields; Bachelor Degree is an added advantage

- At least two years' experience in a security service or system. (Public, private, and government or NGO sectors).
- Good understanding of telecommunication technologies (HF and VHF Radio, satellite/VSAT, Wireless and telecommunications cable technologies)
- Good understanding of radio operations in emergency
- No previous criminal record or convictions
- Police/Law Enforcement Training is preferred
- Good working knowledge of Microsoft office, specifically Microsoft word and Excel.
- Excellent communication and interpersonal skills.
- Excellent time-management skills
- Ability to work in, and contribute to team building environment.
- Must be able to speak, understand and write fluent English