



VACANCY WITH LINDII PEACE FOUNDATION

LINDII PEACE FOUNDATION (LPF) is a nonprofit non-governmental national organization established in Nigeria in July 2014 with the aim to improve the lives of people through effective and efficient humanitarian and developmental assistance in communities where such supports are essentially necessary within Nigeria. Through international and national networking, LPF provided humanitarian and developmental assistance to individuals, families, schools, Health facilities, and communities in more than twelve (12) states within Nigeria regardless of their ethnicity, political and religious affiliation. LPF fundamentally intervenes in multi-sectoral humanitarian activities majoring in Protection and Nutrition mainstreamed Water Sanitation and Hygiene (WASH) interventions. Other activities include stand-alone Programmes on Nutrition, Protection, Food Security & Livelihood, Education, and Cross-Sectoral areas.

To sustain the Organizational reach (Programmatically and Operationally) the Organization is seeking applicants for the Job title below:

Job Title	Logistics and Security Officer
Job Type	Fixed Term
Qualification	Bachelor's degree or Higher National Diploma in Logistics, Supply Chain Management or any other relevant discipline.
Experience	Minimum of 5 years' experience working for a corporate organization. (Previous experience of working with an NGO sector is desirable)
Location	Borno, Adamawa and Yobe (BAY) State.

Duty Description:

The Logistics and Security Officer will perform all Creative security and safety programs, plans and policies relevant to the project including detailed security procedures that comply with Creative security policies. This will include emergency response drills and communication procedures for the project.

S/He will also perform a broad range of clerical, secretarial and reception duties. As a member of the operations team, s/he provides timely staff services and efficient office operations in the areas of: voice communications, mail, inventory management, supplies and equipment maintenance.

Job Description:

- Provide security, safety and risk mitigation and ensure that project staff complies with project security procedures;
- Monitor and analyze the ongoing threat environment faced by the project and brief the leadership accordingly. Distribute threat warnings to all staff as appropriate.
- Ensure that appropriate risk migration measures are taken by the project to respond to the threats or changes in threats faced by the project. This is to include physical protection measures, safe working routines, movement restrictions, protection equipment and security staff provision, as required;
- Oversee movement control and coordination for the project, transportation and staff whereabouts.
- Oversee any security provider contracted by the project to ensure contractual compliance and performance of their duties, and act as the focal point of contact with the security provider;
- Report security incidents, violations and recommended corrective actions, as appropriate, to the appointing authority;
- Ensure all new employee/contractor personnel receive appropriate security orientations and briefings;
- Verify that all security devices such as locks, alarms, access systems and physical force protection measures are operational or reported for repair;
- Ensure visitor access and vehicle control systems are effective and appropriate for the threat environment;
- Work with the Security Manager to maintain the project Crisis Response Plan in coordination with the authority and ensure that the contact information contained therein is always up-to-date;

- Provide a weekly security report to project leadership;
- Be able to assist with out-of-hours emergency response at the project, if needed;
- Assist the project with business continuity planning, as required;
- Ensure that the Creative Sensitive Information (CSI) Plan is distributed to and is being followed by project staff;
- In conjunction with program staff, oversee administration and logistical support to program activities, including program events and general program workshop;
- Manage project team in an open and respectful manner, working with local staff to build their competencies and capacity;
- Provides oversight of vehicle logs, vehicle maintenance; identifies vehicle needs and reviews driver time sheets;
- Coordinates transportation and delivery of procurement and inventory;
- Experience responding to procurement/logistics requests related to supplies, materials for project activities;
- Update database to track key information;
- Handles all email, mail and phone general inquiries and requests for information and materials;
- Collects departmental logistical updates for monthly organization report
- Assists with ordering supplies and copy room inventory, as needed.;
- Assists with trip expense reports, photocopying, ordering books and materials as needed;
- Assist staff with mailing projects and provide support assistance; and
- Perform other duties as assigned.
- Eager and required to adhere to LPF's principles and values as well as the promotion of gender justice and women's rights.
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.
- Ensure that the properties in the place of work are respected and that no damage is caused to them.
- Adhere to implementation standards, LPF ways of working, and the terms of the LPF Code of Conduct; including the commitment to **zero tolerance** on **SEA** and the obligation to report **SEA** cases.
- He / She must not use their position of being engaged in LPF work to gain favours or material advantage.

Selection Criteria Core Competencies

Skills:

- Ability to work independently and as a team player who demonstrates leadership and is able to support and train staff and also able to work with disaster-affected communities in a sensitive and participatory manner.

Communication Skills:

- Well-developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of LPF. This includes effective negotiation and representation skills.

Integrity:

- Works with trustworthiness and integrity and has a clear commitment to LPF's core values and humanitarian principles.
- Resilience/ Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high-security risks, and harsh living conditions. Works and lives in a flexible, adaptable, and resilient manner.

Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessments, particularly in high-stress and high-security contexts.

Work style:

- Is well-planned and organized even within a fluid working environment and has a capacity for initiative and decision-making with competent analytical and problem-solving skills.

Knowledge and skills:

- knowledge of LPF policies and procedures. Requires general information management and telecommunication skills and proficiency in information technology/ computer skills.
- Minimum of 3 – 5 years of humanitarian aid experience.
- Multiple language skills desirable. Graphics technical competencies required for this position
- Experience implementing security policies, procedures and protocols;
- Demonstrated ability to work well in teams and in a collaborative environment;
- Excellent organizational skills, detail-oriented and flexible work style;
- Strong written and oral communication skills;
- Proficiency in the use of computers and Microsoft Office software;
- Ability to multitask highly desired;
- Demonstrated ability to handle confidential and/or sensitive information;
- Appreciation of and ability to work effectively in, diverse work environments;
- Field-based security and crisis management experience;
- Qualifications and / or experience in professional information and communication-related fields.
- Strong assessment, evaluation, analysis, and strategic planning skills.
- Knowledge of Humanitarian / Human rights / Refugee Law.
- Basic knowledge of contract employment and experience and skills in recruitment and selection.

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

GENERAL INFORMATION

- For an application to be valid, an applicant's Application letter and CV must contain the following information:
- Name of the Applicant (Must be the same as Name on Bank/ Account Information)
- Gender
- Phone Number and/or Email Address and/or Contact address (Residential)
- Nigerian Government-Approved ID Card (Either NIMC/National ID, National Voter's Card, International Passport, or Driver's License)
- Indigene certificate (if Any)
- Birth certificate/ declaration of age
- Language proficiency (List the Language and State your Proficiency level)
- Referee (minimum of 2 referees).

Other information

- The contract duration is 6 Months with possible extension upon satisfactory performance
- HR Credentials (e.g. PHR from the HR Certification Institute)
- For an application to be valid, responsive References/Referees should be captured in the application with full and accessible contact information/details.
- Only applicants who scale through the prerequisite conditions will be invited for an interview.
- Interested applicants should submit the hardcopy of their resume, cover letter, and credentials at LPF Maiduguri Office **OR** send via email to hr@lindiipeacefoundation.org as a single file using the **position title as the subject of the mail**.
- All applications should be received on or before CoB 18th October 2024. The application will be assessed on a rolling basis.

