

Function/Team:	Services
Reporting to:	Country Security Manager
Location:	Lodwar, Kenya

Working at Mary's Meals:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

The Country Security Officer is responsible for supporting the implementation of Mary's Meals' Security Management System (MMSMS) at the operational level. The role ensures that security protocols, policies, and procedures are strictly adhered to, safeguarding staff, assets, and programmes across the assigned country of operation.

Key responsibilities & activities:

Security Policy and Standard Operating Procedure (SOP) Compliance

- Ensure full compliance with Mary's Meals Security Policy and local and regional SOPs.
- Conduct regular site inspections and field visits to verify adherence to prescribed security protocols.
- Support staff in understanding and implementing SOPs, particularly new team members during onboarding.

Asset and Property Security

- Monitor the security of all Mary's Meals assets, including buildings, vehicles, communication equipment, and other property.
- Conduct inspections to identify and address vulnerabilities that could compromise the safety of assets
- Supervise local guarding services and alarm system contracts to ensure effective protection of facilities.

Field Operations Oversight

- Perform spot checks at schools and field sites, auditing data and ensuring operations are controlled and compliant with SOPs.
- Monitor the maintenance and readiness of security and operational equipment within vehicles and premises.
- Oversee the tracking system for vehicles and motorbikes, ensuring real-time monitoring and addressing any security risks.

Security Monitoring and Coordination

- Provide regular security assessments and incident reports to the Country Security Manager.
- Monitor the performance of security guards, ensuring they have the necessary materials and support to perform their duties effectively.

- Assist staff with the proper use and maintenance of satellite phones, panic buttons, and other security equipment, ensuring serviceability.

Stakeholder Engagement

- Build and maintain relationships with local authorities, law enforcement, and other security stakeholders.
- Liaise with security officers from other NGOs and attend local security forums to remain informed of regional risks.
- Foster trust and cooperation with local communities to enhance security acceptance and mitigate risks.

Training and Awareness

- Conduct security briefings for visitors and new staff members, covering key protocols and local security considerations.
- Support capacity-building efforts by training staff on relevant security measures and tools.
- Promote a culture of security awareness within Mary's Meals, ensuring all team members are vigilant and informed.

Incident Response and Reporting

- Assist in managing security incidents, ensuring timely communication and coordination in line with established protocols.
- Conduct post-incident reviews and provide input for adjustments to security procedures as necessary.
- Ensure all security incidents are documented and reported accurately to the Country Security Manager.

Site Inspections and Assessments

- Conduct regular inspections of Mary's Meals sites, identifying potential vulnerabilities and recommending improvements.
- Monitor compliance with regulatory directives and local security requirements, ensuring alignment with Mary's Meals organisational standards.

Team Collaboration

- Work closely with other departments to ensure security considerations are integrated into operational planning and execution.
- Maintain a collaborative relationship with Programs and Operations teams to support seamless security oversight.

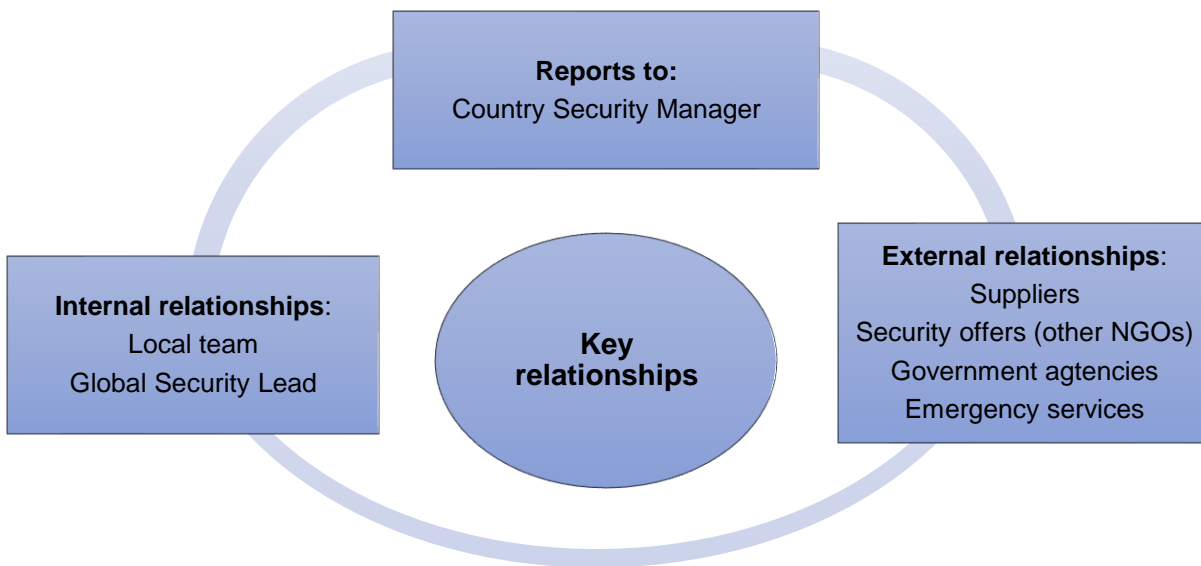
Additional Responsibilities

- Perform any other duties assigned by the Country Security Manager or senior leadership to support organisational security objectives.

All MM employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MM policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MM's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

Key relationships:



Essential skills & experience required for this role:

- A diploma in security management or a relevant subject, or equivalent level of professional experience
- Experience of security operations
- Advanced and well-developed inter-personal skills, with solid track record in persuading and influencing others
- Fluent written and spoken English and ability to communicate well across all levels
- Able to work well with people of different cultures and nationalities
- Computer literate and familiar with Microsoft Office programmes
- Ability take a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Excellent attention to detail

Desirable skills & experience for this role:

- Understanding of the principles of international development
- Understanding of the place of school feeding in relief and development.
- Experience of developing, monitoring and reporting against agreed plans.
- Driving License
- Experience of training and coaching

Mary's Meals 7S Competencies:

As an employee Mary's Meals you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your MAP process.