Security Coordinator Position Vacant

Cheetah Conservation Fund – Somaliland (CCF Somaliland)

Location: Cheetah Rescue and Conservation Centre (CRCC), Somaliland
Position: Security Coordinator
Department: Operations
Reports to: Country Manager or delegate
Employment Type: Full-time

1. About Cheetah Conservation Fund

Cheetah Conservation Fund (CCF) is a conservation organisation dedicated to the protection and long-term survival of cheetahs and other wildlife. Through its Somaliland operations, CCF works closely with government authorities, local communities and international partners to combat illegal wildlife trafficking, rescue and rehabilitate confiscated animals, promote conservation education and protect Somaliland's natural heritage.

The Cheetah Rescue and Conservation Centre (CRCC) is a critical operational facility, housing rescued cheetahs and other wildlife. The safety and security of its animals, personnel, visitors and infrastructure are essential to the successful operation of the organisation.

2. Position Overview

CCF Somaliland is seeking an experienced, responsible and highly organised Security Coordinator to oversee and coordinate all security operations at the CRCC and associated CCF facilities and activities.

The successful candidate will be responsible for developing, implementing and maintaining effective security procedures to safeguard personnel, wildlife, visitors, buildings, vehicles, equipment and other organisational assets.

This is an important position requiring strong leadership, sound judgement, integrity and the ability to respond effectively to security incidents and changing operational circumstances.

The Security Coordinator will work closely with management and operational teams to ensure that security is integrated into all aspects of CCF's daily activities.

3. Key Responsibilities

A. Security Management and Operations

- Oversee the day-to-day security operations of the CRCC and associated CCF facilities.
- Develop, implement and regularly review security procedures, policies and operational protocols.
- Ensure effective access control at all entrances and exits, including the registration and monitoring of staff, contractors and visitors.
- Coordinate security personnel, guards and shift schedules to ensure appropriate coverage at all times.
- Conduct regular security patrols and inspections of the facility, perimeter fences, gates, buildings and animal enclosures.
- Identify security weaknesses and recommend appropriate improvements.
- Ensure all security equipment, communications systems and monitoring facilities are maintained and operational.

B. Wildlife and Animal Protection

- Ensure appropriate security measures are in place to protect all animals under CCF care, particularly rescued and confiscated cheetahs.
- Monitor and address potential threats including theft, unauthorised access, animal escapes, trespassing and interference with animal facilities.
- Work closely with animal care and veterinary teams to ensure security procedures do not compromise animal welfare.
- Ensure strict access controls around animal enclosures, veterinary facilities, quarantine areas and other restricted locations.
- Assist with the development of emergency procedures for animal escapes, attempted theft or other incidents affecting animal safety.

C. Personnel and Visitor Safety

- Maintain a safe and secure working environment for all local and international employees, volunteers, researchers and visitors.
- Ensure appropriate security arrangements are in place for visiting personnel, VIPs, donors and international guests.
- Coordinate visitor movements and ensure that all visitors receive appropriate security briefings.
- Identify potential risks to staff working both within and outside the CRCC.

- Assist management in developing emergency evacuation and personnel accountability procedures.

D. Risk Assessment and Incident Management

- Conduct regular security risk assessments covering the CRCC, surrounding areas and off-site operations.
- Maintain an up-to-date security risk register and report emerging threats to management.
- Coordinate the response to security incidents, emergencies, suspicious activities and breaches of security.
- Maintain accurate records of incidents, investigations, security patrols and daily activities.
- Prepare incident reports and recommend corrective actions to prevent future occurrences.
- Develop and maintain emergency response plans, including procedures for medical emergencies, fire, civil disturbance, intrusions and other security threats.

E. Government and External Liaison

- Establish and maintain professional working relationships with relevant Somaliland government departments, police, local authorities and other security agencies.
- Coordinate security support when required for CCF field operations, animal rescues, confiscations and transportation activities.
- Maintain appropriate communication with local authorities regarding security concerns and incidents.
- Support CCF management in ensuring that all security arrangements comply with applicable Somaliland laws and regulations.

F. Staff Management and Training

- Supervise, manage and coordinate security personnel and guards.
- Establish clear responsibilities, reporting lines and performance expectations for security staff.
- Prepare duty rosters and ensure appropriate staffing levels across all shifts.
- Provide regular security training and briefings to guards and relevant CCF personnel.
- Promote professionalism, discipline, confidentiality and accountability throughout the security team.
- Ensure all security personnel understand CCF policies, operational procedures and animal welfare requirements.

G. Reporting and Administration

- Prepare regular security reports for senior management.
- Maintain accurate security logs, visitor registers, incident records and staff duty rosters.
- Monitor security-related equipment, supplies and operational expenditure.
- Identify areas where security improvements or additional resources are required.

- Provide management with regular updates on security conditions, risks and recommendations.

H. Community Liaison

- In conjunction with the Country Manager and other CCF staff establish and maintain a relationship with the surrounding community.

4. Qualifications and Experience

The ideal candidate will possess:

- Previous experience in security management, security coordination or a similar supervisory position.
- Demonstrated experience managing and supervising security personnel.
- Good knowledge of security procedures, access control, patrol operations and emergency response.
- Experience conducting risk assessments and preparing security reports.
- Strong communication, organisational and leadership skills.
- The ability to remain calm and make sound decisions under pressure.
- The ability to liaise professionally with government authorities and external organisations.
- Good written and spoken English and Somali potentially or ability to learn.
- Computer literacy and the ability to maintain accurate records and reports.

Previous experience working with NGOs, conservation organisations, wildlife facilities or international organisations would be an advantage.

Military, police, conservation or professional security service experience would also be advantageous.

5. Personal Attributes

The successful candidate must demonstrate:

- Honesty, integrity and a high level of personal responsibility.
- Strong leadership and the ability to command respect.
- A proactive approach to identifying and addressing security concerns.
- Excellent observation and problem-solving skills.
- Discretion and the ability to handle confidential information.
- Flexibility and willingness to work outside normal hours when required.
- A commitment to CCF's mission, values and conservation objectives.
- Respect for animal welfare and the importance of maintaining a safe working environment for both people and wildlife.

6. Key Performance Expectations

The Security Coordinator will be assessed against the following key performance areas:

- Effective implementation of CCF security policies and procedures.
- Consistent security coverage and supervision across all designated facilities.
- Reduction of unauthorised access and preventable security incidents.
- Effective management and performance of security personnel.
- Timely reporting and appropriate management of security incidents.
- Regular completion of security inspections and risk assessments.
- Effective coordination with local authorities and emergency services.
- Maintenance of a safe and secure environment for animals, staff and visitors.

7. Application Process

Interested candidates should submit:

- An updated CV outlining relevant qualifications and employment history.
- A covering letter explaining their suitability for the position.
- Details of relevant security management experience.
- Contact details for at least two professional referees.

Applications should be submitted to **Cheetah Conservation Fund Somaliland**.

Closing Date: ASAP
Email: slmanager@cheetah.org

CCF is an equal opportunity employer and is committed to maintaining a professional, respectful and safe working environment.

Cheetah Conservation Fund – Protecting Wildlife and Securing the Future of Somaliland's Natural Heritage.

Cheetah Conservation Fund will provide

- Work Permit (if required)
- Food and Accommodation
- Transport for work purposes
- Internet
- Local sim card and data
- Devices to carry out role
- Support from CCF senior staff and the Government of Somaliland.