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## TERMS OF REFERENCE

**Position:** Peace and Security Assistant  
**Category:** C4  
**Duty post:** N'Djamena

### Functions and activities

#### 1. General services to support the Executive Secretary (ES) in the execution of his mandate:

- Provide information management: collecting, collating and presenting relevant security information
- Develop incident mapping
- Establish crisis management plans
- Produce monthly or, if deemed necessary, weekly security reports
- Liaise with official and informal national civilian authorities in the region on security issues
- Liaise with national security entities in the region
- Liaise with international security entities
- Maintain up-to-date knowledge regarding developments and standards and standards
- Review security systems with a view to quality improvement.

#### 2. Provide in-house services:

- Conduct security assessments for projects/ programmes, if required
- Conduct security awareness programmes and security training for personnel
- Supervise the LCBC mandated security company
- Undertake crime detection and liaise with local police department, airports and postal authorities
- Support the procurement and maintenance of security-related equipment (radio/satellite/phones).

### Qualifications and skills

Completion of college/university level or police academy.

Skilled in acting with diplomacy and tact in all situations and characterized by integrity and honesty to provide leadership by example.

Evidence of specialist knowledge in principles of security systems, traffic

management and conflict resolution.

Crisis management and training experience is a must.

Physical fitness and stress resistance.

Flexibility, as the overall situation in the area of responsibility is subject to charge without prior notice.

Fluency in one of the LCBC's working languages, namely English or French, and a reasonably good command of the other language. Fluency in both languages would be an advantage. Computer literacy is a prerequisite.

**General professional experience**

No less than 8-10 years' experience in comparable positions (policy, military, security of institution / organization).

**Specific professional experience**

Strong knowledge of the region and cultural issues.