
Humanitarian Safety Advisor, Nigeria INGO Forum

Grade:	8
Date approved:	27/07/26
Reports to:	NIF Deputy Director Northeast
Line management of:	N/A
Technical line to:	N/A
Technical Supervision of:	Humanitarian Safety Technical Officer
Duty Station:	Maiduguri, Borno State, Nigeria.
Travel:	40% within the Northeast, Northwest, Northcentral and Abuja.
Project number:	NGFM2611
Contract type:	National Contract
Duration:	8 months with possibility of extension

All NRC employees are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitudes and beliefs that shall guide our actions and relationships. NRC has a commitment to safety and wellbeing and together we build a positive working culture to feel valued, empowered, supported, safe and have a sense of belonging. NRC does not tolerate employees exploiting or abusing people and has zero tolerance to inaction.

Background

The Nigeria INGO Forum (NIF) was established in 2014 to facilitate collaboration among international non-governmental organizations (INGOs) in Nigeria for humanitarian, development, and peacebuilding efforts. It serves as a vital platform for information sharing, advocacy, and engagement with authorities, donors, and the UN, ensuring the inclusion of INGO perspectives and those of affected populations in decision-making. Governed by a core membership of 53 members and nine observers, it operates under a Steering Committee comprised of five Country Directors and a Chair, supported by a Secretariat.

For more details on the association's organization, statutes, charter, and services offered to its members, see <https://ingoforum.ng/>.

Roles and responsibilities

The purpose of the Humanitarian Safety Adviser (HSA) position is to lead the establishment and day-to-day operationalization of NIF's Humanitarian Safety Unit (HSU) for the North-East and North Central regions, providing NIF member organizations with a principled, member-owned safety coordination mechanism. The following is a brief description of the role.

Generic Responsibilities

- Compliance with and adherence to NRC and NIF-approved policies and procedures and to donor policies, guidance, and procedures.

- Proactive agenda setting; facilitating a space for INGO collaboration; enabling sharing of information and analysis for effective decision-making.
- High-level representation of INGO interests in external meetings and planning efforts nationally.
- Able to appreciate political necessity and policy issues in localization and the application of principles to programming.

Specific responsibilities:

- Plan, convene and facilitate humanitarian safety coordination meetings and roundtables for NIF member organizations across the North-East and North Central regions to strengthen operational awareness, promote information sharing, and support coordinated humanitarian response.
- Work closely with the Information Management Technical Adviser to develop, validate and disseminate periodic safety information products, including the 6Ws database and quarterly operational reports, to support evidence-based planning by member organizations, while maintaining appropriate records of dissemination.
- Maintain a database of operational incidents voluntarily reported by member organizations, analyses trends, and produce information that supports humanitarian preparedness and operational decision-making.
- Identify capacity development needs and coordinate the planning and delivery of HEAT, SSAFE or equivalent safety training for humanitarian personnel in collaboration with member organizations and accredited training providers.
- Serve as NIF's focal point for engagement with UNDSS under the Enhanced Saving Lives Together (SLT) framework and support the development of collaborative information-sharing arrangements and joint preparedness initiatives.
- Provide advisory support on bureaucratic and administrative processes affecting humanitarian operations, working closely with the Government Engagement Adviser and maintaining constructive liaison with relevant government authorities to facilitate humanitarian activities in accordance with applicable regulations.
- Represent NIF in humanitarian coordination platforms relating to operational access and humanitarian coordination, ensuring that the operational concerns of member organisations are appropriately reflected.
- Provide technical guidance and quality assurance to the Humanitarian Safety Officer to promote consistent methodologies, reporting standards and service delivery across all operational areas
- Monitor humanitarian, operational and contextual developments that may affect humanitarian activities and provide timely analytical updates to NIF leadership to support informed decision-making
- Ensure attention to protection issues arising from HSU work, particularly the handling of vulnerable-group information, sensitive sources, and confidential incident data.
- Help organise and facilitate workshops and other capacity-development activities for member safety focal points, as necessary.
- Ensure compliance with security procedures and policies as determined by NRC country leadership.

Critical interfaces

Relevant interfaces for this position are:

- NIF Director and Deputy Directors
 - Information Management Technical Adviser
 - Policy Advisor
 - Government engagement team
 - INGOs
 - United Nations
 - Government
 - Donors
 - Local NGOs
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Generic professional competencies

Professional competencies

- A minimum of 5 years of non-profit or NGO work experience within international humanitarian/recovery assistance programs.
- Bachelor's degree in a relevant field.
- Experience working in complex and volatile contexts.
- Documented results in related responsibilities.
- Fluency in English, both written and verbal, and fluency in one or more languages spoken in Northern Nigeria, particularly Hausa, is an advantage.
- Advanced knowledge in communications technology, including satellite communications, cellphone, etc.
- Proven communication, interpersonal, representation, negotiation and skills.
- Computer skills – database knowledge essential, wireless networking.

Context related skills, knowledge and experience

- Experience working for a humanitarian coordination body
- Strong capacities to develop relationships with Nigerian government counterparts that can yield positive results
- University degree in conflict and development, Sociology, international relations, international humanitarian law or related technical field.
- Minimum five years' cognate experience working for an NGO(Local or International or UN Agency
- Knowledge of the humanitarian coordination system and the mandates of the actors involved.
- Good understanding of the security environment and economic, socio-political dynamics in Nigeria, the Lake Chad Basin and Sahel region in general
- Sound working knowledge of the UN Security Management System, the Saving Lives Together (SLT) framework, and OCHA-led access coordination architecture
- Sound knowledge of International Humanitarian Law and civil-military coordination principles and practice as applied in Nigeria.
- Written and spoken fluency in English.
- Strong data analytical and interpretation skills.
- Commitment to and understanding of international humanitarian standards and principles.
- Ability to work independently in a fast-paced and often demanding environment.
- Exceptional interpersonal skills and experience in a humanitarian setting.

Behavioral Competencies

- Strong communication and interpersonal skills.
- Ability to work independently in fast-paced environments.
- Excellent writing, editing, and analytical abilities.
- Proven ability to build relationships and facilitate dialogue among diverse stakeholders.
- Ability to present and represent collective views to various stakeholders.