



IOM International Organization for Migration

Open to Internal Candidates

Position Title : **Local Security Assistant**  
Duty Station : **Iraq, Baghdad**  
Classification : **General Service Staff, Grade G6**  
Type of Appointment : **Special Short Term (SST),**  
Duration of Appointment : **Three (3) with the possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **19<sup>th</sup> March 2018**  
Reference Code : **SVN2018/IRQ/036**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the general guidance and supervision of the Chief of Mission and Head of Liaison and Programmes, under oval all Field Security Officer, the direct supervision of the National Security Officer, the Local Security Assistant (LSA) assists in the implementation of security operations and all matters relating to the management of safety and security for IOM personnel in the country or in the region of assignment.

### **Core Functions / Responsibilities:**

- Assist FSO in collecting, updating and communicating information regarding the security situation in the country;
- Assists in maintaining the IOM Security Plan, including updating IOM staff lists;
- Supports the FSO with the assessment of Minimum Operational Security Standards (MOSS) for the different duty stations in Iraq;
- Assists in reporting security incidents affecting IOM staff, offices and assets;
- Organizes and delivers training courses on security awareness and preparedness, especially when training national staff in the local language.

- Assists in ensuring residential (Minimum Operating Residential Security Standards – MORSS) and office safety, and security preparedness.
  - Provides general administrative assistance to the FSO, including the processing of MOPs and the monitoring of any missions as they occur
  - Liaises and coordinates, as appropriate, with UNDSS, the host government security organizations where required, including national and provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
  - Assists in assessing the security situation at the different duty stations in Iraq and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the FSO;
  - Communicates information on security to the heads of offices (HoO), heads of sub-offices (HoSO) and provides host country security advice to them as required in close coordination with the FSO.
  - Maintains regular contacts with Security Focal Points of UNDSS and other UN and INGO agencies and participates in relevant UNAMI and UNDSS meetings;
1. Assists in implementation of the Country Security Plan, as it pertains to IOM including updating staff lists;
    - Supports actions during the implementation of the Security Plan, as required.
  2. Assists the FSO in monitoring compliance with Minimum Operational Security Standards (MOSS) established for the duty station. Also assists with the compilation of data required for the MOSS Self-Assessment Programme
  3. Assists in reporting security incidents affecting IOM staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Reports, and Security Assessments.
  4. Provides support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation to newly assigned IOM staff members. Conducts security briefings as required.
  5. Provides general administrative assistance to the FSO
    - Maintains routine and confidential correspondence files/documents;
    - Maintains a database on contact details in relation to host country security authorities;
    - Arranges appointments, receives visitors, place and screens telephone calls and answers queries with discretion, and takes minutes as and when required.

6. Performs other security-related tasks by the FSO:
- Conducts security evaluations and provides advice on security measures for the residences (Minimum Operating Residential Security Standards – MORSS) of IOM staff, as well as latest trends and threats to staff safety and security;
  - Establishes and maintains warden system and keeps update of information related to IOM offices and residences;
  - Administers a pass and ID system, including the renewal of ID cards as required.
  - Maintains liaison with commercial companies used for IOM security at offices and residences, in order to ensure the effective and efficient use of the guard force.
  - Manages the local guard force assigned to IOM offices and residences within their area of responsibility

### **Education**

- University degree education and 6 years of experience of the work in related field;
- Excellent writing and communication skills,
- Experience in an international, humanitarian/development organization an advantage.

### **Experience**

- University Degree with 6 years' experience in security or military or police context or related field of work.
- Prior experience with the IOM/UN system or an International NGO working in a coordination/ Liaison context is desirable
- Experience in diplomatic security, protection and intelligence considered an asset;
- Knowledge of host country security structures;
- Solid computers skills (MS Word, Excel, Access and PowerPoint);
- Possession of a valid driver's license
- Ability to travel
- Physically fit
- Knowledge of HF and VHF radio operations will be considered an asset;

### **Languages**

Fluency in English and Arabic.

## ***Required Competencies***

### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Proactively develops new ways to resolve problems

### **Leadership and Negotiation**

- Convinces others to share resources
- Presents goals as shared interests

### **Performance Management**

- Provides constructive feedback to colleagues
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans

### **Professionalism**

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

### **Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

### **Technical**

- Anticipates and prepares adequate responses to matters affecting staff safety/security

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

**How to apply:**

Interested candidates are invited to submit their applications via a link:  
<http://iomiraq.net/vacancies/local-security-assistant-0>

In order for an application to be considered valid, IOM only accepts online profiles duly completed. Only shortlisted candidates will be contacted.

**Posting period:**

From: 04.03.2018 to 19.03.2018