

Call for Application (CFA)

Position Title	Security Assistant
Classification, Position Grade	Ungraded
Duty Station	Kampala-Uganda
Type of Appointment	UG (6 Months)
Date of Issue	4 th April 2023
Closure Date	10 th April 2023
CFA No.	CFA/UG/002/2023
Organizational Unit	Office of Staff Security

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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.

Background and Context:

The International Organization for Migration (IOM) is committed to ensuring orderly and humane governance of migration, promoting international cooperation on migration issues, and assisting in the search for practical solutions to migration issues.

Under the direct supervision of the Chief of Mission, and with the technical/procedural guidance from IOM'S Staff Security Unit, the incumbent will perform the following mission safety/security support functions

Core Functions / Responsibilities:

- Supports in the implementation of country specific safety and security plans, by remaining conversant with various procedures and policies of UN DSS and the IOM security management system and advising the National Security Officer on safety and security issues in the assigned fields of responsibility.
- Update all regional contact lists including Call Sign lists and ensure overall operability of communications systems through monitoring regional communications operability.

- Supports the National Security Officer in liaising with UNDSS and other local security stakeholders at the appropriate level.
- Contributes to maintaining an orderly filing system for all security files.
- Supports the National Security Officer in maintaining an updated level of communication documentation and files.
- Efficiently monitors and analyses the local and regional security situation and reports significant events/incidents in a timely manner to the National Security Officer using prescribed reporting forms and modalities.
- Undergoes radio procedure training and maintains a sufficient level in radio procedure skills to support the National Security Officer in radio procedure training for national and international staff.
- Supports in investigations and reports security breaches/incidents within the unit's mandate to the National Security Officer, while ensuring strict confidentiality.
- Supports the National Security Officer in conducting physical security survey of offices, vehicles, and staff residences to ensure compliance to Minimum Operating Security Standards (MOSS) and Residential Security Measures (RSM)
- Supports the National Security Officer in following up staff member's compliance with existing safety and security protocols including completion of the mandatory Security training and obtaining security clearances as required.
- Organize and deliver training courses on security awareness and preparedness and provide security orientation to visitors and newly assigned staff.
- Responds to security queries and suggests appropriate course of action in coordination with the National Security Officer.
- Support the National Security Officer in conducting fire drills and other emergency/ evacuation planning exercises.
- In the absence of the National Security Officer, conducts tasks of the National and Security Officer as assigned.
- Performs other duties as assigned.

Required Qualifications and Experience

- Minimum of Bachelor's degree with over 3 years or High School Certificate with 5 years of relevant experience from an accredited academic institution in the field Security Management/ Social Sciences, International Studies, Communications or extensive military experience, law enforcement, Disaster (Risk) Management, International Relations, Social Science or

Business Administration or a related field experience in security management, law enforcement, previous experience in UN Missions or Emergency Missions.

- Experience in planning and execution of security agencies or organizations highly desirable.
- previous experience in dealing with law enforcement agencies an advantage.
- proven ability to collaborate with senior military/ Police and government counterparts

Values - all IOM staff members must abide by and demonstrate these three values:

- **Inclusion and respect for diversity;** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency;** maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism;** demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.
- **Courage;** Demonstrates willingness to take a stand on issues of importance.
- **Empathy;** Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioural indicators

- a. Accountability- Takes ownership for achieving the organization's priorities and assumes responsibility for own action and delighted work.
- b. Communication – Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.
- c. Teamwork – Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- d. Delivering results – produces and delivers quality services in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
- e. Managing and sharing knowledge- Continuously seeks to learn, share knowledge and innovate.

How to apply:

Interested applicants may send their applications to huganda@iom.int no later than **10th April 2023**. Reference Number and Position Title (**CFA/UG/002/2023 - Security Assistant**) should be specified in the SUBJECT field.

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.

Appointment is subject to funding confirmation

Posting period: From 4th April 2023 to 10th April 2023