

VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Field Security Assistant**
Reference No : **VN_UG_020_2024**
Duty Station : **Kampala, Uganda**
Classification : **G-5**
Type of Appointment : **One Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22nd July 2024**

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. 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

Background:

The office of Staff Security (OSS) is responsible for providing leadership on security policy management and Mission operational support to enable effective implementation and delivery of IPM programmes and activities, while managing security risks at acceptable levels.

Context and Scope:

Under the direct supervision of the Chief of Mission, and technical supervision of the office of Staff Security (OSS) as represented by the Regional Security Officer (RSO) based in the Regional Office in Nairobi, the Field Security Assistant will be responsible for providing support to enable IOM's activities and assist the Office of Staff Security with all security related aspects of field operations in the Country Office.

The incumbent will be performing the duties below:

Core Functions / Responsibilities:

1. Maintain effective working relationships with country United Nations Department of Safety and Security (UNDSS) office, host government agencies, and local authorities responsible for security, in order to obtain up-to-date security-related information that is beneficial to the Uganda.
2. Assist the National Security Officer in collecting, updating and communicating information regarding the security situation in Uganda.
3. Support the National Security Officer in the development and implementation of IOM Country Office-specific security plans including contingency and emergency response plans, Standard Operating Procedures (SOPs), including providing security-related inputs into the Business Continuity Plan (BCP).
4. In coordination with National Security follow up staff member's compliance with safety and security protocols including completion of mandatory security training, obtaining security clearances as required.
5. Provides support in conducting security survey of offices in IOM Uganda.
6. Support the effective management of the Country Office Warden system, by maintaining updated staff lists, including call sign lists, and ensuring the overall operability of communications systems particularly SCAAN. Ensure that all relevant safety and security information is disseminated in a timely manner to IOM personnel.
7. Ensure that all safety and security communications equipment is functioning and in good condition, with a regular inventory duly maintained.
8. Assist in reporting security incidents affecting IOM personnel, premises, assets, and operational activities in Uganda. This includes providing support in the preparation of security reports such as Security Incident Reports and Weekly Reports.
9. Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned IOM personnel in the duty station. Conducts security briefings, as required.
10. Maintain an orderly filing system for confidential correspondence, security files/documents. This includes maintaining a database on contact details of country UNDSS office and host country security authorities.
11. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Security, Social Sciences, International Studies, Communications or a related field from an accredited academic institution, with three years of relevant professional experience;
- Completed High School degree from an accredited academic institution, with five years of relevant professional experience.

Experience

- Relevant professional experience in the humanitarian, public, private or corporate sector is desirable;
- Experience in providing security coordination and administrative support for an international organization is desirable;
- Experience in the use of radio communications is desirable, and;
Successful completion of the UNDSS Field Security Associate (FSA) course is desirable

Skills

- Ability to collaborate with senior government security counterparts and relevant stakeholders is an advantage;
- Ability to work effectively with colleagues from varied cultures and professional backgrounds, and;
- Excellent oral and written skills. Listens actively and responds effectively.

Languages

- For all applicants, fluency in English is required (oral and written).
- Working knowledge of Swahili or French is an advantage

Required Competencies

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 – Behavioral indicators Level 2

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge;** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

How to apply:

For an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to hruganda@iom.int no later than 11th July 2024 Reference Number and Position Title (VN_UG_020_2024 – Field Security Assistant) should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using this link: [Field Security Assistant](#)

Applications from qualified female candidates are especially encouraged.

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

Posting period: From 8 July 2024- 22 July 2024