



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2023/023**

Position Title : **Field Security Assistant – REISSUED**

Duty Station : Nampula, Mozambique

Job Family : Staff Security Unit

Classification : **General Service, G-6**

Type of Appointment : Special Short Term Graded Contract, 06 (six) months with a possibility of extension.

Report to : Field Security Officer

Estimated Start Date : As soon as possible

Closing Date : **26 September 2023**

IOM is committed to a diverse and inclusive environment. For this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the SVN.

**CONTEXT:**

The International Organization for Migration (IOM), the UN Migration Agency, is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners,

government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

Under the overall supervision of the Chief of Mission (COM), in close coordination with Regional Field Security Officer (RFSO)/Staff Security Unit (SSU), Security Focal Point of the mission, Head of Sub Office and under direct supervision of Field Security Officer, the Field Security Assistant (FSA) will support the implementation all appropriate security management procedures, related to the safety and security of IOM staff in Cabo Delgado and Nampula, Mozambique.

In particular, he/she will provide administrative assistance to the implementation of IOM's Safety and Security policies and procedures as well as the security policies and procedures of the United Nations Department of Safety and Security (UNDSS). The incumbent is expected to effectively carry out all accepted practices and standards associated with the duties and responsibilities of administration of security tasks.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

- 1) Network and collaborate with other international organizations and agencies as well as governmental institutions working in the security management field, to ensure that appropriate lines of communication are established and well maintained relating to all aspects of staff security and safety.
- 2) Maintain a close working relationship with United Nations Department of Safety and Security (UNDSS) personnel in mission based on a working knowledge of the present IOM/UNDSS Memorandum of Understanding, related to the various security agreements and procedures. Further, familiarize him/herself with the UNDSS Security Policy Manual.
- 3) Conduct the required security assessments/evaluations, threat analysis, and risk assessments and offer appropriate recommendations for prevention and/or mitigation.
- 4) Prepare and execute security briefings, safety related training sessions for national and international IOM personnel.
- 5) Provide IOM security representation in Pemba and Nampula at all security related meetings including security cell meetings, ASMT, telecommunications working group meetings and other security related meetings.
- 6) Assist in the maintenance of the Mission's internal Warden System and Emergency Communications Systems (ECS).
- 7) Ensure that HF/VHF radios and other emergency communications equipment/systems (e.g., mass SMS, Skype) are well maintained, programmed, and tracked and help ensure that staff members are familiar with equipment via the necessary introduction and training on usage.

- 8) Responsible for preparation of maps/charts on operational/tracking/personnel matters (routes/convoy support/phone list, etc.) and assist the HOSO/PMs in reviewing the security situation daily through monitoring of local media and other sources.
- 9) Ensure all relevant security information received by sources (such as OSS security related advisories, UNDSS advisories) is disseminated in a timely manner to the appropriate personnel.
- 10) Coordinate with the HOSO/PMs the planning, organizing, and supervising all security and safety matters related to IOM's operations, particularly with respect to guard force management and the implementation of the Security Plan, Contingency Plans, Business Continuity Plan, daily/weekly staff headcounts etc.
- 11) Perform other such duties as assigned by the HOSO/PMs related to mission security management.

## **EDUCATION**

- Bachelor Diploma in social science, public administration with three years of relevant professional training and experience in relevant Military, Police or General Security training, with four years of relevant professional experiences or
- Completed High School from an accredited academic institution, with six years of relevant professional experiences as above.

## **EXPERIENCE**

- Experience with General Security in Mozambique is a distinctive advantage.
- Experience in conducting security assessments and providing security briefings is a distinctive advantage.
- Has experience in working in security management, law enforcement or military disciplines is a pre-requisite, preferably with international experience.
- Excellent communications skills, both oral and written; good drafting skills.
- Excellent inter-personal skills.
- Demonstrated ability to maintain confidentiality, discretion and tact and the proper physical security of sensitive documents/ information.
- Demonstrated gender awareness and gender sensitivity.
- Proven track record to work independently, good planning and organizational skills.
- Attention to details, personal commitment, discretion, efficiency, initiative, flexibility, and respect for diversity.
- Ability to handle multiple tasks under time constraints.
- Ability to work effectively and harmoniously within a team and with colleagues from varied cultures and professional backgrounds; Willingness to travel to remote locations.
- High level of computer literacy, including proficiency in MS Office (Word, Excel, Power Point, Outlook), internet, email, and databases.

## LANGUAGES

Fluency in **English and Portuguese** is required. Knowledge of local languages is advantageous.

## REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 – 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 actions and delegated work.
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

## Managerial Competencies – behavioural indicators – Level 2

- **Leadership:** provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- **Empowering others & building trust** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential. Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

## **Other**

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

## **How to apply**

Interested candidates are invited to submit their applications in **ENGLISH**, with:

- a) Cover letter clearly specify suitability and availability date.
- b) Detailed *curriculum vitae*, including skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above **[Name, SVN/MZ10/2023/023 – Field Security Assistant]** as subject. The deadline for applications is **26 September 2023**.

**Only applicant who meets the above qualification will be considered.**

### **No Fees:**

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

### **Posting period:**

From 12.09.2023 to 26.09.2023