



International Organization for Migration (IOM)
The UN Migration Agency

VACANCY NOTICE

Open to Internal and External Candidates

Position Title : **Regional Security Associate**

Vacancy No. : **IOMRONBO/VN/016/2023**

Duty Station : **Regional Office, Nairobi, Kenya**

Classification : **General Service Staff, Grade NO/A**

Type of Appointment : **One Year Fixed Term Contract (with possibility of extension)**

Estimated Start Date : **As soon as possible**

Closing Date : **April 26, 2023**

The International Organization for Migration (IOM) is the UN Migration Agency. With 174 member states it is committed to the principle that humane and orderly migration benefits migrants and society. Established in 1951 and now active in over 400 field locations worldwide, IOM works with partners, government and civil society to:

1. Assist in meeting the operational challenges of migration and mobility
2. Advance understanding of migration issues
3. Encourage social and economic development through migration; and
4. Uphold the human dignity and well-being of migrants and mobile populations.

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.

IOM's Regional Office for the East and Horn of Africa supports and monitors the following countries: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia, South Sudan, Tanzania and Uganda. Through a team of specialists, the Regional Office supports the development, implementation, monitoring, reporting and evaluation of projects and initiatives undertaken by country offices and regional programmes.

Context:

The Office of Staff Security (OSS) is responsible for providing leadership on safety security policy management and Country Office (CO) operational support to enable safest and most effective implementation and delivery of IOM programmes and activities, while managing security risks at acceptable levels.

Under the direct managerial supervision of the Regional Security Officer, with the administrative supervision of the Regional Director, and the overall supervision of the Director of the Office of Staff Security in Headquarters, the incumbent will be responsible for providing expert support to enable IOM's activities and assist the Regional Security Officer with all aspects of security risk management in the IOM Regional Office (RO) for East and Horn of Africa

The incumbent will support the Regional Security Officer in establishing and maintaining an appropriate level of security awareness throughout the Country Offices and all the associated programmes within the assigned region or duty station.

Core Functions / Responsibilities:

1. Support the implementation of region-specific safety and security plans, by remaining conversant with various procedures and policies of the United Nations Department of Safety and Security (UNDSS) and the IOM security management system and advising the Regional Security Officer and the Regional Director on safety and security issues in the assigned fields of responsibility.
2. Support the Regional Security Officer in liaising with UNDSS and organizations, government counterparts, and partner security services, country UNDSS, and other local security stakeholders at the appropriate levels.
3. Support the Regional Security Officer in conducting physical security survey of offices, vehicles and staff residences to ensure compliance to the UN Security Risk Management Measures (SRMM) and Residential Security Measures (RSM), ensuring that the UNSMS gender consideration policy is mainstreamed.
4. Efficiently monitor and analyze the local and regional security situation and report significant events/incidents in a timely manner to the Regional Security Officer using prescribed reporting forms and modalities.
5. Coordinate security information with the Regional Security Analyst that requires threat and risk analysis for potential direct or indirect impact to IOM personnel and operations within the region.
6. Assist the RSO in planning, organizing and delivering training courses on security awareness and preparedness and provide security orientation to visitors and newly assigned staff.
7. Support the Regional 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.
8. Update all regional contact lists including Call Sign lists, and ensure overall operability of communications systems, particularly SCAAN, through monitoring, testing, and regular maintenance of regional communications operability. Assist the Regional Security Officer in ensuring that all relevant safety and security information is disseminated in a timely manner to IOM personnel.

9. Support the Regional Security Officer in conducting preliminary enquiries and analysis (when required) in respect to security breaches/incidents in the region, while ensuring strict confidentiality.
10. Respond to security queries and suggest appropriate course of action in coordination with the Regional Security Officer.
11. Undergo radio procedure training and maintain a sufficient level in radio procedure skills to support the Regional Security Officer in radio procedure training for national staff.
12. Support the Regional Security Officer in creating and maintaining an updated and organized system for communication documentation and security files.
13. In the absence of the Regional Security Officer, conducts tasks of the Regional Security Officer.
14. Perform other duties as assigned by the Regional Security Officer.

Required Qualifications and Experience

Education

- Master's degree in security management, Social Sciences, Law Disaster Management, International Studies, Communications or a related field; or
- University degree in the above fields with two (2) years of relevant professional experience.

Experience

- Relevant professional experience in security risk management with at least one year of field experience in the UN Security Management System (UNSMS) is mandatory;
- Successful completion of the UN Security Certification Programme (SCP) is required;
- Previous Safe and Secure Approaches in Field Environments (SSAFE) and other UN-certified Training of Trainers is desirable;
- Experience in planning, and execution of security plans and procedures is an advantage;
- Previous experience in dealing with law enforcement agencies is preferable;
- Experience in liaising with security networks and counterparts in the East and Horn of Africa is an advantage;
- Good political and social knowledge of the region;

Skills

- Computer literacy with a high degree of proficiency in commonly used applications such as Word, PowerPoint and Excel is required.
- The ability to work in a multi-cultural environment with others with diverse professional backgrounds is required. The ability to handle a heavy workload efficiently with minimal supervision and understanding the importance of close teamwork is highly regarded. In security/emergency services dedication to one's duty is paramount and flexibility and commitment to these duties in an emergency will be expected and appreciated

Languages

Required: Fluency in English and Kiswahili is required. Working knowledge of French; and/or any other UN Official language 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 three values:

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- Integrity and transparency: Maintains 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 leadership and professional potential.
- Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.
- Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.
- Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.
- Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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.

How to apply:

Submit cover letter indicating the Position Title & Vacancy Notice Number (VN No.), and CV with telephone and e-mail contacts including 3 Referees (Supervisors) to: IOM, RO Human Resources Department, via e-mail to ronairobihrdrec@iom.int

Closing Date: 26 April 2023

Only Shortlisted Applicants will be contacted.

NOTE

NO FEE: The International Organization for Migration (IOM) does not charge a fee at any stage of the recruitment process (application, interview meeting, process, or training). IOM does not concern itself with information on applicants' bank details.

Posting period:

From: **13.04.2023** to **26.04.2023**