



Organisation internationale pour les migrations (OIM)
L'organisme des Nations Unies chargé des migrations

Special Vacancy Notice

SVN 2024 /02/DJ

Open to Internal and External Candidates

| | | |
|-----------------------------|---|--|
| Position Title | : | Field Security Assistant |
| Duty Station | : | Obock |
| Grade | : | G5/1 |
| Duration of contract | : | 6 months renewable (upon confirmation of funds) |
| Starting Date | : | As soon as possible |
| Référence | : | SVN 2024 / 02/ DJ |
| Closing date | : | 21 January 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.

CONTEXT:

Under the overall supervision of the Chief of Mission in Djibouti and direct supervision of the Head of sub office and technical supervision of the Mission Security Focal point, the successful candidate will be responsible for providing support to enable IOM's activities and assist with all aspects of security related aspects of field operations in the Country Office.

RESPONSABILITES:

- 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 Country Office.
- Assist the Mission Security Focal point in collecting, updating and communicating information regarding the security situation in Djibouti .
- Support the Mission Security Focal point 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).
- In coordination with Mission Security Focal point , follow up staff member's compliance with safety and security protocols including completion of mandatory security training, obtaining security clearances as required.
- Provides support in conducting security survey .
- 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.



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- Ensure that all safety and security communications equipment is functioning and in good condition, with a regular inventory duly maintained.
- Assist in reporting security incidents affecting IOM personnel, premises, assets, and operational activities in Obock and Tadjourah . This includes providing support in the preparation of security reports such as Security Incident Reports and Weekly Reports.
- 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.
- 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.
- 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 r 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

Excellent written and spoken English and French.

HOW TO APPLY:

Interested candidates are invited to submit applications (motivation letter, CV and PHF form duly completed) quoting the **SVN number** indicated above by email: iomdjhrd@iom.int .

Only shortlisted candidates will be contacted.