



International Organization for Migration (IOM)
The UN Migration Agency

Position Title : **Local Security Assistant**

Duty Station : **Kassala, Sudan**

Classification : **G6**

Type of Appointment : **Special Short-term graded contract, nine months with possibility of extension**

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

Closing Date : **March 30, 2023**

Reference Code : **SVN 12 2023**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.

Context:

Under the overall supervision of the Field Security Officer FSO and the direct supervision of the Regional Coordinator, the Local Security Assistant will assist in the implementation of security operations and all matters relating to the management of safety and security for IOM personnel in the country or in the region of assignment. The successful candidates will perform duties as follows:

Core Functions / Responsibilities:

1. Assists FSO in collecting, updating and communicating information regarding the security situation in the country.
 - Liaises and coordinates, as appropriate, with area security organizations and/or personnel, including national and local state authorities, military, and police officers, as well as non-governmental organizations in the area of operation to facilitate access for safe programme delivery and to mitigate potential risks against staff and other resources.



- Helps to assess the security situation at the area of operation and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the FSO/OSS/UNDSS.
 - Attend area security cell and ASMT meetings, closely coordinate with UNDSS and maintain regular contacts with Security Focal Points of UN agencies in the area of operation.
2. Assists in maintaining/implementing security contingency plans, monitor the level of Security Risk Management Standards (SRM) mitigations compliance and report all noncompliance findings.
 3. Supports the FSO and ensure the implementation of SRM, security SOPs/ Guidelines including updating staff list, compliance of zone warden system for the duty station/sub-office.
 4. Assist in the conduct of Security assessments offering appropriate mitigation recommendations and take an active role in implementation of Security mitigations measures and evacuation/emergency security plans in coordination with the Field Security Officer.
 5. Assists in reporting security incidents affecting IOM staff, offices and assets in the assigned area; and assists in the preparation of security reports, such as the Security Incident Report, Daily security report, the Security Assessments and the weekly security Report.
 6. Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned staff members. Conducts security briefings, as required.
 7. Assists in ensuring Residential Security Management (RSM) and office safety, and security preparedness.
 8. Provides general administrative assistance to the FSO.
 - Maintains routine and confidential correspondence files/documents.
 - Maintains a database on contact details in relation to UNDSS, host country security authorities in the area of operations.
 9. In coordination with Field Security Officer and Regional Coordinator, conduct regular visit to IOM sub-offices to provide necessary assistance and advise to IOM team and ensure necessary liaison with relevant stakeholders.
 10. Support the maintenance and management of security equipment and make recommendations to strengthen technology capacity in line with business requirements.



11. Monitor and ensure that all access control procedures are effective and stringently followed by all staff and visitors, in order to maintain a safe and secure environment.
12. Oversee the guard force work and provide on-the-job training supporting their development and high performance.
13. Performs other security-related tasks assigned by the FSO and head of sub-office.

Required Qualifications and Experience

Education

- Completion of secondary school education with at least six years of relevant professional experience; or,
- A bachelor's degree or equivalent, or higher, in the related functional area is desirable with at least four years of relevant professional experience.

Experience

- Experience in similar assignments. LSA certified is desirable;
- Initiative and ability to work as a team with self-organizing skills with sense of working independently and thoroughly;
- Excellent knowledge of the English language, good writing skills.

Languages

Fluency in English and Arabic is required.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.
- Resource Mobilization - Establishes realistic resource requirements to meet IOM needs.

Core Competencies – behavioural indicators



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- **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:

Interested candidates are invited to submit their Resume via email: SudanCareer@iom.int by March 30, 2023 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

Posting period:

[From 16.03.2023 to 30.03.2023.](#)