



International Organization for Migration (IOM)
The UN Migration Agency

SPECIAL VACANCY NOTICE IOM/MALAKAL/SVN2022/38

Open to Internal and External Candidates

Position Title : **Security Assistant**
Duty Station : **Malakal, South Sudan**
Classification : **General Service Staff G5**
Type of Appointment : **Special Short Term, 6 months with a possibility of an extension**
Estimated Start Date : **As soon as possible**
Closing Date : **October 11, 2022**

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. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

Scope and Context.

IOM in South Sudan has a broad range of programming centered around three broad areas: Humanitarian Coordination and Support; Humanitarian response and Resilience; and Peacebuilding, Transition, and Development. Humanitarian Coordination and support includes leading/co-leading the Camp Coordination and Camp Management (CCCM) and Shelter and Non-Food Items (NFI) Clusters, Displacement Tracking Matrix (DTM), Water, Sanitation and Hygiene (WASH) and management of WASH and Shelter and NFI Core-pipelines, Humanitarian Hubs and common transport services. Humanitarian response and Resilience includes CCCM, WASH, Shelter & NFI, Health, Protection, Gender equality and inclusion, Mental health and Psychosocial support and the Management of a Rapid Response Fund. Under Peacebuilding, Transition and Development, IOM South Sudan implements programming on Housing, Land and Property Page issues, Transition and Recovery, Transhumance conflict prevention, Community-based violence reduction, Community development and Migration Management.

Under the overall supervision of the Head of Security- IOM South Sudan, and the direct supervision of the Head of Sub-Office the incumbent is accountable for providing support for the effective functioning of the key IOM units and procedures that directly affect the safety and security of the IOM personnel, Premises, and assets.

1. Inform Head of field office of all matters related to Safety and Security of Staff, Assets and Premises.
2. Facilitate on behalf of IOM staff the application and approval of in country security clearance and follow up on their timely delivery / processing with UNDSS and conduct Briefing/debriefing for all convoys who return to field on all issues relating to security.
3. Conduct regular Safety and Security checks in the Humanitarian Hub and Log Base and verify if staff are following proper procedures.
4. Alert the head of field office and Head of security Unit on all security threats or potential security risks that might affect IOM staff in AOR
5. Assist with obtaining flight safety assurance and other clearances from government in both Juba and state level when necessary.
6. Liaise with local government mechanisms to facilitate the swift and favourable resolution of security related issues; for example, resolution of road accidents, commandeering of charter flights, roadblocks, etc...
7. Assist in monitoring the day-to-day activities of private security guard services contracted by IOM, ensuring that contracted guards follow IOM SOPs including daily monitoring of guard's routines, occurrence books, gate passes, etc....
8. Provide assistance to the Head of sub-office and Head of Security Unit in investigating security incidents and draft incident reports and notify concerned departments.
9. Provide continuous supervision of security guards based at the IOM run facilities and communicate to and resolve any deficiencies/misconducts with the HSO/FSO
10. Maintain good working relationships with key Security interlocutors e.g., UNDSS and Police, NSS and military within your Area of Responsibility
11. Liaise and cooperate as instructed with various government agencies in keeping well-maintained lines of communications.
12. Assist in the compilation, implementation and monitoring the sub-Office specific safety and Security plans and procedures by remaining conversant with the various policies of UNDSS, the IOM security Management system and advising the FSO on issues of safety and Security in the assigned Area of Responsibility.
13. Maintain OSS various documents and files in a systematic, confidential and professional manner
14. Monitor local Security situation and report significant events/incidents to HSO/FSO in a timely manner using prescribed reporting forms and modalities
15. In coordination with the Head of Sub-Office, arrange and conduct regular staff briefing.
16. On behalf of the HSO/FSO Conduct pre deployment Quick-SRM for Rapid Response Teams to deep field location and escort teams to field sites when required.
17. Monitor Rapid Response Teams deployed in the Area of responsibility and report Early Warning indicators to HSO/FSO to Initiate Staff Relocation
18. Conduct SRM for IOM compounds and Premises and assist HSO/FSO in implementation of Prevention and mitigation measures and Monitor staff compliance.
19. Support Head of Unit, in conducting Security Relocation, Evacuation and Medivac in the Sub-Office
20. Responsible to assist in the staff ID request.
21. Assist HSO/FSO in Conducting emergency security exercises

22. Perform other duties as may be required.

Qualifications:

(Education and Experience)

- Completed university degree from an accredited academic institution preferably in /Social Sciences or other related fields

Experience

- At least 5 years of working experience in similar capacity.
- Demonstrated ability to support operations in insecure environments.
- Previous working experience in international organizations is desired but not necessary.
- Computer literacy with a high degree of proficiency in commonly used applications such as MS Word, PowerPoint and MS Excel is required.

Desired Competencies.

Behavioral

The successful candidate 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: 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.

Core Competencies

- 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.

Technical

- Interfaces with the UNDSS, safety/security counterparts, relevant government agencies, and other stakeholders to prepare adequate responses to security management challenges.
- Anticipates and prepares adequate responses to matters affecting staff/security.
- Displays availability outside of regular hours to respond to challenges.

Emergency and crisis.

- Work effectively in high-pressure, rapidly changing environments.
- Support in Coordinating actions with emergency response actors to make use of coordination structures.
- Support adequate levels of information sharing between internal units
- Establishes and maintains effective relationships with government agencies.
- makes correct decisions rapidly based on available information

Languages

Thorough knowledge of oral and written English, Arabic and working knowledge of local languages essential.

Method of application.

Interested candidates are required to complete the information in this link <https://ee.humanitarianresponse.info/x/#Yi5g> and submit a letter of motivation and curriculum vitae marked “**Security Assistant**” through e-mail: vss@iom.int. Applications sent through email need to reflect the position title and vacancy number on the subject line.

Note: Incomplete applications will not be considered valid.

Women are highly encouraged to apply

Deadline for applications: October 11, 2022. Only short-listed applicants will be contacted.

Posting Period: 27 September 2022 to 11 October 2022