



IOM Poland
CALL FOR APPLICATIONS

Reference Number : **PLCFA22-082**
Position Title : **Field Security Associate**
Duty Station : **Warsaw, Poland**
Type of Appointment : **6 Months Fixed-Term Contract**
Closing Date : **Open-ended**

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. The International Organization for Migration (IOM) is committed to the principle that humane and orderly migration benefits migrants and society. As the leading international organization for migration, IOM acts with its partners in the international community to: assist in meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration, and; uphold the human dignity and well-being of migrants.

IOM has been active in Poland since 2002 under an agreement with the Polish government and conducts various migration programs, including activities supporting the integration of male and female migrants into Polish society. IOM in Poland implements projects aimed at the private sector to promote ethical recruitment, respect for the rights of migrants and migrant women as well as the elimination of forced labour from value chains and the prevention of human trafficking.

Context:

Under the general supervision of the Chief of Mission (CoM) and the technical supervision of the Regional Security Officer (RSO), the Field Security Associate (FSA) will provide specialized assistance in the safety/security coordination of IOM staff and IOM operations.

Core Functions / Responsibilities:

1. Support in the implementation of country specific safety and security plans, by remaining conversant with various procedures and policies of UN DSS and the IOM security management system and advising the CoM on safety and security issues in the assigned fields of responsibility.
2. Monitor the safety and security requirements for IOM operations are fully adhered by the IOM personnel, including through regular travel and assessments of IOM activities, targeted risk assessments and risk mitigation measures, development and implementation of contingency plans, possible evacuation plans/procedures and conflict location maps
3. Liaise with UNDSS and other local security stakeholders at the appropriate level, including participation in relevant UN security meetings, preparing reports, and maintaining security information flow.
4. Monitor and analyze the local and regional security situation and reports significant events/incidents in a timely manner to the CoM including through the preparation of regular security advisories/bulletins based on actual security risks and threats.

5. Conduct physical security survey of offices, vehicles and staff residences to ensure compliance to Minimum Operating Security Standards (MOSS) and Residential Security Measures (RSM).
6. Undertake procedures in reviewing staff movements tracking system and accommodations security procedures including as SCAAN coordinator. Maintain accurate staff list.
7. Organize and deliver training courses on security awareness and preparedness and provide security orientation briefings to visitors and newly assigned staff.
8. Coordinate preparation and review of IOM Business Continuity and Security Plans in conjunction with programme staff.
9. Support in investigations and reports security breaches/incidents within the unit's mandate to the CoM, while ensuring strict confidentiality, including through a crisis/incident response and reporting system with UNSMS policies
10. Administrate access IOM card systems which are in place in the Mission's facilities.
11. Work with IOM Poland Procurement Unit on the identification and procurement of security-related equipment/supplies.
12. Conduct fire drills and other emergency/ evacuation planning exercises. Update of information related to the Mission's Warden System.
13. Respond to security queries and suggests appropriate course of action in coordination with the CoM and RSO.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Political or Social Sciences, Security Management, Law and /or Business Administration or equivalent studies in the National Armed or Security forces of country of residence or related field from an accredited academic institution with at least four years of relevant professional experience; or
- High School Degree/Certificate with six years of relevant professional experience.

Experience

- Experience in Security management, migrant Camp Security and emergency response;
- Comprehensive understanding of the United Nations Security Management System (UNSMS) system and exhibit the ability to work with UNDSS in the field;
- Experience in United Nations missions, international peacekeeping, humanitarian emergency operations, strategic security planning/analysis and advanced security training with national or international security agencies or private organizations is highly desirable;
- Previous working experience in the region an advantage.
- Proven ability to collaborate with senior military and government counterparts;
- Demonstrate the ability to manage a high degree of rational behavior and decision making at all times irrespective of the gravity of the security environment;
- Excellent communication and writing skills with the ability to analyses complex problems and identify and convey clear, rapid solutions;
- Strong general analytical skills;

Languages

Fluency in English and Polish is required.

Required Competencies

IOM's competency framework can be found at this [link](#).

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.

Core Competencies – behavioural indicators

- 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.

Other:

IOM is committed to a diverse and inclusive environment.

This post is subject to local recruitment. Only those holding a valid residence and work permit for Poland will be eligible for consideration.

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

At the time of recruitment, all candidates must disclose any known relative or spouse who works for IOM. Candidates may also be requested to provide documentary evidence of academic degree(s), professional licenses, and proof of no criminal records as relevant to the requirements of the position advertised.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable.

Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.

How to apply:

Interested candidates are invited to submit their application including a **CV and a completed Personal History Form in English by email to: IOMPolandHR@iom.int**, specifying the vacancy reference number **PLCFA22-082** and **full name** in the subject line.

Please click this link to access [the Personal History Form \(two pages\)](#).

Due to the volume of applications received, IOM Poland will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

Posting period:

From 28 June 2022 – open-ended