



Vacancy Notice

Open for external and internal candidates

- extended

Reference Number : **PLVN23-075_01**
Position Title : **Senior Field Security Associate**
Duty Station : **Warsaw**
Classification : **General Service Staff, Grade 7**
Type of Appointment : **One Year Fixed Term Contract, with possibility of extension**
Estimated start date : **As soon as possible**
Closing Date : **23 February 2024**

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 direct supervision¹ of the Chief of Mission (COM)) and the technical supervision² of the Office of Staff Security (OSS) as represented by the Regional Security Officer (RSO) based in the Regional Office in Brussels, the successful candidate will be responsible for providing specialized support to enable IOM's activities and assist with all aspects of security risk management.

Core Functions / Responsibilities:

1. Establish and maintain effective working relationships with other UN entity Security focal points in country, host government agencies, and local authorities responsible for security, in order to obtain up-to-date security-related information that is beneficial to the IOM Poland mission.
2. In coordination with the Chief of Mission, collect, update and communicate information regarding the security situation in Poland. Carry out the adequate gathering and verification of security information that may be required for a proper analysis of the situation.

¹ **Direct supervision** is when a supervisor gives specific instructions on all assignments and oversees the performance of a person or a group. Under direct supervision relates to the managerial process that involves monitoring a staff member's performance to deliver specific goals.

² **Technical supervision** is a specialized supervision required due the specific area of expertise of the subordinate, to give technical evaluation and advise, troubleshooting and take specialized decisions.

3. Support the CoM 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).
4. Implement 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.
5. 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.
6. Monitor and analyze the local and regional security situation and report 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.
7. Conduct physical security survey of offices, vehicles and staff residences to ensure compliance to Minimum Operating Security Standards (MOSS) and Residential Security Measures (RSM).
8. Undertake procedures in reviewing staff movements tracking system and accommodation security procedures including as SCAAN coordinator. Maintain accurate staff list.
9. Organize and deliver training courses on security awareness and preparedness and provide security orientation briefings to visitors and newly assigned staff.
10. Support investigations and report 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. 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. Supervise the work of Security Assistants.
14. 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 five years of relevant professional experience, or
- Completed High School degree from an accredited academic institution, with seven years of relevant professional experience.

Experience and Skills

- Relevant professional experience in the UN Security Management System (UNSMS) or an international NGO is an advantage;
- Experience in providing security orientation/briefing is desirable;
- Experience in dealing with law enforcement agencies is an advantage;
- Experience in the use of radio communications is highly desirable;
- Successful completion of the Field Security Associate course is an advantage.
- Excellent communication skills, both oral and written;
- Knowledgeable in Microsoft Applications (Word, Excel, PowerPoint and Teams) is required;
- Proven ability to collaborate with senior government security counterparts and civil, humanitarian and other relevant stakeholders;
- The ability to work in a multi-cultural environment with a team of 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.

Languages

Fluency in **English** and **Polish** is required. Working knowledge of **Russian**, **Ukrainian** or any other language will be an asset.

Required Competencies

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

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these 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.
- **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 action 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 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:

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 send completed **Personal History Form** and **CV in English** to iompolandapplications@iom.int email specifying the Vacancy Reference Number **PLVN23-075_01** and full name in the subject line (e.g., "PLVN23-075_01 – Jane SMITH").

Please click this link to access [Personal History Form](#)

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 8 September 2023 until 21 September 2023

From 9 February 2024 until 23 February 2024