



Vacancy Notice

Open to Internal and External Candidates

Vacancy Number : **UA90VN/2024/20**
Position Title : **Field Security Assistant**
Duty Station : **Ukraine Sub - Office in Warsaw, Poland**
Classification : **General Service Staff, Grade G5 ([UN Salary Scale](#))**
Type of Appointment : **One-Year Fixed Term, with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **01 May 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 is committed to a diverse and inclusive work environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

The United States Refugee Admissions Program (USRAP) operates world-wide with a target of providing resettlement opportunities to thousands of individuals each year. IOM provides a range of services and support to the USRAP including, but not limited to, case processing, migration health assessments, cultural orientation training, organized transportation and administration of a travel loan and collections program. The Department of Operations and Emergencies (DOE), specifically the Resettlement and Movement Division (RMM), has the organizational responsibility to provide direction, oversight, and guidance to IOM's global support to all resettlement programs.

The Office of Staff Security (OSS) is responsible for providing leadership on security policy management and Mission operational support to enable effective implementation and delivery of IOM programmes and activities, while managing security risks at acceptable levels.

Under the direct supervision of the **Field Security Officer, IOM Ukraine** and **Senior Field Security Associate, IOM Poland** with technical supervision of the **Office of Staff Security (OSS)** as represented by the Regional Security Officer (RSO) based in Headquarters, Geneva – Switzerland, the Field Security Assistant will be responsible for providing support to enable IOM's activities and assist the Field Security Officer with all aspects of security related aspects of field operations in the USRAP Eurasia Hub Office.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. 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 Poland.
2. Assist the Field Security Officer in collecting, updating and communicating information regarding the security situation in Poland.
3. Support the Field Security Officer in the development and implementation of USRAP Eurasia Hub 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. In coordination with Field Security Officer, follow up staff member's compliance with safety and security protocols including completion of mandatory security training, obtaining security clearances as required.
5. Provides support in conducting security survey of offices in Warsaw, Poland.
6. Support the effective management of the USRAP Eurasia Hub 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.
7. Ensure that all safety and security communications equipment is functioning and in good condition, with a regular inventory duly maintained.
8. Assist in reporting security incidents affecting IOM personnel, premises, assets, and operational activities in Poland. This includes providing support in the preparation of security reports such as Security Incident Reports and Weekly Reports.
9. 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.
10. 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.
11. Perform other relevant duties as 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

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written).

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 five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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 - Behavioral indicators – Level 1

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Other:

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, or a completed Personal History Form in English by email to: rscrepl@iom.int**, specifying the vacancy reference number and full name in the subject line (e.g., "UA90VN/2024/20 – Jane SMITH").

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

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.

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Posting period:

From 17 April 2024 to 01 May 2024