



IOM Greece CALL FOR APPLICATIONS

Reference Number : **GRCFA24-076**
Position Title : **Senior Field Security Assistant**
Duty Station : **Athens, Greece**
Type of Appointment : **Special Short-Term Ungraded Contract**
Closing Date : **25 April 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.

In Greece, IOM is focusing on responding to the Mediterranean migrant's crisis, in support of the Greek Government and in cooperation with all other agencies involved. IOM currently implements interventions within the areas of emergency, preparedness and response, disaster risk reduction, livelihoods, healthcare and psychosocial assistance, assisted voluntary return of migrants, migration and development, resettlement and repatriation, family reunification, counter human trafficking, assistance to vulnerable migrants.

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:

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

Under the overall supervision by Chief of Mission (CoM) and direct supervision of the Field Security Officer (FSO), the successful candidate will support to effectively implement all appropriate security management procedures, related to the safety and security of IOM staff and the protection of IOM assets in the Country Office (CO).

Core Functions / Responsibilities:

1. Primarily support the FSO and CoM in all tactical, operational, and strategic security matters that impact IOM's staff safety and security, IOM's operations, and programs implemented in the CO.
2. Assist the FSO in facilitation/maintenance of networking and collaborating with other International Organizations and Agencies as well as Governmental Institutions working in the security management field, to ensure that appropriate lines of communication are established and well maintained relating to all aspects of staff security and safety.

3. Support the FSO and IOM Program Managers in maintaining a close working relationship with United Nations Department of Safety and Security (UNDSS) personnel in Country Office based on a working knowledge of the present IOM/UNDSS Memorandum of Understanding, related to the various security agreements and procedures. Further, familiarize him/herself with the UNDSS Field Security Handbook and complete the BSAFE.
4. Supervise and guide IOM staff in terms of daily, weekly, and monthly reporting's, Security Advisories, Briefings, and SOP's implementations of assigned and/or mandatory tasks.
5. Conduct of required security assessments/evaluations, threat analysis, and risk assessments and offer appropriate recommendations to FSO for review and final endorsement and approval.
6. Develop and implement evacuation/emergency security plans for all IOM premises after FSO's review and follow up till final approval.
7. Assist the FSO in preparing and delivering security and safety related training / Briefing sessions for national and international IOM staff members.
8. Prepare and deliver mandatory security briefings to newly recruited staff members.
9. Plan, follow-up, execution, and control of security related construction, modernization, improvement programs related to any IOM facility.
10. Prepare and deliver security briefings for senior management and IOM staff about actual security situation when required to do so.
11. Provide IOM security representation in Greece at all security related meetings including UN Security Management Team, security cell meetings, telecommunications working group meetings and other security related meetings where the FSO is unable to attend.
12. Liaise with Government of Greece, security authorities and the UN/IGO security community to ensure safe passage of IOM personnel and vehicles during times when such movement is restricted.
13. Provide security advice to staff on an as required basis and without requiring direction from FSO on general and mandatory tasks.
14. Perform other related duties as required.

Required Qualifications and Experience

Education

- University degree in Public Safety and Security; and/or, Safety, Security & Emergency Management, or a related field from an accredited academic institution with four years of relevant professional experience; or,
- High school degree in the above fields with six years of relevant professional experience.

Experience and Skills

- Experience working in security management, law enforcement or military disciplines is a prerequisite, preferably with international experience;
- Experience working with refugees or migrants will be a distinct advantage;
- Progressive experience in a similar function;
- Experience working in international organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage;
- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization;
- Knowledge of office software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and data analysis.

Languages

Fluency in **English** and **Greek** (written and oral) 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.
- 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

- 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

- 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 & building trust: creates an atmosphere of trust and 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 Greece 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 cover letter, CV and a completed Personal History Form in English by email to: GRHRAPPLY@iom.int**, specifying the vacancy reference number **GRCFA24-076 and full name** in the subject line.

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

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

Posting period:

From 12 April 2024 to 25 April 2024