



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Security Protocol Assistant**
Duty Station : **Tunis, Tunisia**
Classification : **General Service, Grade G5**
Type of Appointment : **OYFT**
Estimated Start Date : **As soon as possible**

Closing Date : **August 18, 2019**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. 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:

Under the overall supervision of the COM and the direct supervision and guidance of the Security Officer, the Security protocol assistant will assist in the overall implementation and coordination of security protocol related services, to ensure IOM staff safety and security in Tunis and to facilitate all relevant processes for issuing IOM staff Visas in coordination with IOM Tunis and HG various Tunisian official stakeholders.

The Security Protocol Assistant promotes a client, quality, and results-oriented approach while performing crucial operations functions. Additionally, the incumbent will also continue to play a major role in the implementation of recommendations stemming from the audit of the IOM Safety & Security function.

Core Functions / Responsibilities:

1. Assists in conducting security training for IOM personnel, locally recruited guards and others as appropriate.
2. Monitoring operation of walk-thru device, CCTVs for effective implementation of all joint security measures perimeter security and access control.
3. Support the Implementation of all new security measures on advice of the FSO.

4. Develop and maintain Adequate Office access and egress SOPs, ensure only authorized persons entering IOM premises.
5. Conduct interior patrols and fire safety observation when required.
6. Report to the FSO any potential/actual breaches of IOM office security as well as any unusual activity.
7. Ensure all relevant security information received from DSS Tunis is conveyed properly and accurately to the FSO and the appropriate IOM mission staff members.
8. Assist the FSO in the implementation of the designated safety/security contingency plans, procedures and policies under UNDSS and the IOM Security Management System.
9. Maintain the required networking in support of the security unit and IOM personnel Visas with all UN stakeholders, UN, NGOs and HG security units achieving a common standard supporting IOM programs, and safe delivery of these objectives.
10. Establish and update Tunis staff lists and develop the Warden System for all IOM staff in Tunis, including TDYs advised by the FSO.
11. Conduct Tunis in-country security briefing (including cultural orientation) for new arrivals or TDYs.
12. Assist and support required monitoring of the in-country security situation through reporting of significant incidents on a timely manner to designated management staff using prescribed reporting forms/templates and IOM security modalities.
13. Maintain a filing system for the security unit with a hardcopy and soft copy in IOM security shared folders to support staff awareness and access to all security contingency plans.
14. Keep and update an Inventory List and Tracking System of all IOM Staff Security Unit (SSU) assets in IOM Tunis and set up/streamline procedures to manage and safeguard all IOM-SSU assets in the office.
15. Work closely with IOM logistics to ensure that all vehicles are SRM compliant.
16. Report to duty if need be during official holidays and after normal working hours to support IOM emergency programs or any other work-related issue.
17. Facilitate issuance of Tunisian/Libyan visa for IOM Libya staff, in coordination with HR/logistics, IOM Tunis, Tunisian MOFA/MOI and Libyan Embassy in Tunis, making the necessary follow-up to ensure timely receipt.
18. Maintain accurate and up-to-date filing systems (visa reciprocity schedules, travels advisories, visa issuances, refusals, etc.)
19. Meet and assist VIPs traveling in/out Tunis, ensure proper protocol support and maintain the required network at within Airport authorities.
20. Perform such other duties as assigned by the CoM/FSO.

Required Qualifications and Experience

Education

- University degree in Disaster Management, International Relations, Conflict Management, Human Rights, Law or a related field from an accredited academic institution with three years of relevant professional experience.

Experience

- five years of working experience with secondary [high school] education; three years of working experience with Bachelor's degree.
- Prior professional experience in the field of migration and assistance to vulnerable populations with a Government or UN agency, or a regional or international organization in the Middle East and/or North Africa;

Languages

Fluency in **English** and **Arabic** is required.
Working knowledge of **French** is advantage

Required 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 – behavioural 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other

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

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

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their updated CV with a cover letter to hrdlibya@iom.int, by 18 August 2019 at the latest, mentioning the job title in the subject line. Emails without such indication will not be considered.

Only shortlisted candidates will be contacted.

Posting period:

From 05.08.2019 To 18.08.2019