

VACANCY NOTICE



The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Ankara, Turkey.

Vacancy Notice Number:	VN#TR/2018/111
Position Title:	Senior Security Assistant
Classification:	One Year Fixed Term Contract – with possible extension (G6)
Duty Station:	Ankara- Turkey
Deadline of Applications:	20 July 2018
Number of Vacant Positions:	1

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. 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 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.

General Functions:

Under the direct supervision of the Mission Field Security Officer (FSO), the Senior Security Assistant will support the Mission FSO 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 mission. In particular, he/she will:

Major Duties and Responsibilities:

1. Provide support to FSO and CoM in all tactical, operational, and strategic security matters that impact IOM's staff safety and security, IOM's operations and programs in country.
2. Assist the /FSO in 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. Maintain a close working relationship with United Nations Department of Safety and Security (UNDSS) personnel in mission 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 Basic Security in the Field (BSITF) as well as the Advanced Security in the Field (ASITF).
4. Supervise and guide Field Security Assistants (FSA's) in Gaziantep and Istanbul Offices in terms of daily, weekly and monthly reporting, trainings and SOP's implementations;
5. Conduct of required security assessments/evaluations, threat analysis, and risk assessments and offer appropriate recommendations to FSO for review and final approval;
6. Develop and implement evacuation/emergency security plans for all IOM premises after FSO's review and approval.
7. Prepare and deliver security and safety related training sessions for national and international IOM staff members together with the FSO;
8. Plan, follow-up, execution, and control of security related construction/modernization/improvement programs
9. Preparation and delivery of security briefings for Head of Office, IOM staff members and newly recruited staff members about actual security situation;
10. Represent IOM in Turkey 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.
11. Liaise with Government of Turkey, security authorities and the UN/IGO security community to ensure safe

passage of IOM personnel and vehicles during times when such movement is restricted.

12. Provide security advice to staff based in Ankara and countrywide when required;

13. Perform such other duties as assigned by FSO.

Education and Experience:

- Bachelor's degree with at least four years of work experience or High School Diploma with at least six years of work experience
- Experience working in security management, law enforcement or military disciplines is a pre-requisite, preferably with international experience.

Technical:

- Anticipates and prepares adequate responses to matters affecting staff safety/security.

Languages:

- Fluency in **English** and **Turkish** is required.

Required Competencies

Behavioral

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

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, accreditation, any residency or visa requirements, and security clearances.

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.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **20 July 2018**.

Only shortlisted candidates will be contacted.