



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

Vacancy number : **AZCFA\_2021/05**  
Position Title : **Local Security Assistant**  
Duty Station : **Mingachevir with travels to regions**  
Classification : **General Service Staff, Grade UG**  
Type of Appointment : **Special short-term ungraded, six months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **11 March, 2021**

*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 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:**

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

Under the direct supervision of the Chief of Mission CoM, and in close collaboration with and National Resource Management Officer (RMO), security focal point, Project Coordinator in Mingachevir and Regional Security Officer (EUCA) the successful candidate will assist in all safety and security management matters related to staff and property in IOM Azerbaijan

### **Core Functions / Responsibilities:**

- Assist in the development and implementation of security plans related to Baku and Mingachevir offices security and the locations of the project implementation.
- Support the United Nations Department of Safety and Security (UNDSS), Regional Security Officer in all operational and strategic security matters that impact IOM's staff safety and security and IOM's operations in the Azerbaijan.
- Support CoM in the implementation of mission's specific safety and security plans, by remaining conversant with various procedures and policies of UNDSS

and UNSMS and advising the CoM and the Regional Security Officer on safety and security issues in the assigned fields of responsibility.

- Ensure that security administration activities (travel clearances, Security Communication & Analysis Network (SCAAN), UNDSS trip profiles, Emergency staff lists, Warden systems, briefings and trainings etc.) are properly executed, maintained and archived for future access if required.
- Undertake all radio technician responsibilities, designs and updates Call Sign lists, trains security staff/contracted guards on Very High Frequency (VHF) / High Frequency (HF) radios and maintain overall operability of communications systems and issuance and maintenance of radios.
- In coordination with CoM and RSO, conduct physical security survey of offices, security protocols (mandatory Security training) vehicles and staff residences to ensure compliance to Minimum Operating Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS). Conduct risk assessment of project locations and give security recommendations accordingly.
- Take an active role in the development and implementation of evacuation/emergency security plans in coordination with the OSS and UNDSS.
- Efficiently monitor the local security situation and reports significant events/incidents in a timely manner to the appropriate management/staff using prescribed reporting forms and modalities. Ensure the reports are disseminated in a timely manner to the appropriate IOM staff and offices.
- Liaise with UNDSS and other local security stakeholders at the appropriate level.
- Prepare security related reports on security breaches/incidents within the unit's mandates to the CoM and Resource Management Officer (RMO), while ensuring strict confidentiality.
- Performs other duties as assigned.

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's degree or equivalent in social science, certified graduation from military/police academy or law enforcement, with at least 2 years' relevant professional.
- Or, High school diploma with at least 4 years of relevant professional experience.
- Experience in above in the armed/police forces;

### **Experience**

- Good political and social knowledge of the country.
- Computer literacy with a high degree of proficiency in commonly used applications such as Word, PowerPoint and Excel is required.
- Experience and understanding of GPS/GIS mapping system is an advantage.
- Training in emergency is an added advantage.
- Knowledge of the UN radio system and the use of its related equipment.
- Valid driver's license with extensive driving experience.

### **Languages**

Fluency in **English** and **Azerbaijani** is required. **Russian** is desirable

## ***Required Competencies***

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

### **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.

### **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.

### ***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 requested to submit their application including the **most recent CV with a motivation letter in English** by indicating **name of the position** applied with its **Vacancy number** in the subject line of the e-mail to **bakuhr@iom.int** by the end of **11 March 2021**

**Please note that only CVs with motivation letter will be reviewed and only shortlisted candidates will be contacted**