



## **SENIOR SECURITY COORDINATOR**

**Open to Internal and External Candidates**

Organizational Unit	: <b>RESOURCE MANAGEMENT UNIT</b>
IOM Classification	: <b>SENIOR SECURITY ASSISTANT</b>
Duty Station	: <b>COLOMBO</b>
Salary Per Month	: <b>LKR 314,741.00 (G6)</b>
Type of Appointment	: <b>ONE YEAR FIXED TERM</b>
Estimated Start Date	: <b>AS SOON AS POSSIBLE</b>
Closing Date	: <b>FEBRUARY 11, 2024</b>

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 government 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:***

The Head of Resource Management who is also the Security focal point 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.

The incumbent will support the Field Security Officer in establishing and maintaining an appropriate level of security awareness in IOM Sri Lanka.

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

1. Primarily assist all, operational, security matters that impact IOM's staff safety and security, including IOM's operations and programs in country.
2. Assist in liaising with other counterparts as well as those in governmental institutions working in the security management field to maintain appropriate lines of communication relating to all aspects of staff security and safety.
3. Support in liaising with United Nations Department of Safety and Security (UNDSS) personnel in the mission area. Further, familiarize him/herself with the UNDSS Security Management System (UNSMS).
4. Provide general assistance to the RMO/SFP during the conduct of required security assessments/evaluations, threat analysis, and risk assessments and offer appropriate recommendations.
5. Provide support to the RMO/SFP during any investigations and incident reports as requested.
6. Support the RMO/SFP during implementation of evacuation and emergency security plans. Timely update fire and safety arrangements, plans for fire/building evacuation, and relocation/evacuation of staff to a safe haven.
7. Assist in the organization of security and safety training sessions for all IOM Sri Lanka staff.
8. Assist the RMO/SFP in the preparation of Security briefings for IOM Sri Lanka staff.
9. When requested, liaise and coordinate with the security representatives of the host country and other organizations on all matters related to the security of IOM Sri Lanka staff.
10. Provide general assistance to the RMO/SFP during the implementation of physical security measures in accordance with the Security Management System.
11. Assist the RMO/SFP in monitoring the security guards in the assigned area; support security guards in solving problems and report any issues to RMO/SFP.
12. Coordinate with the Guard Force (unarmed security guards from the private security company) that are deployed in various IOM installation in IOM Sri Lanka.

13. Assist the RMO/SFP to ensure all staff are familiar and use the SCAAN app and conduct and monitor the headcount as and when required using the SCAAN dashboard.
14. Provide support to the staff in using the UNDSS portal and IOM security portal.
15. Coordinate the warden tests and update the lists with the National warden.
16. Assign and maintain the call signs for the IOM Sri Lanka staff.
17. Assist the RMO/SFP in updating the BCP for the mission.
18. Perform other duties as assigned by RMO/SFP related to mission's security management.

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

### **Education**

- Degree in Security, Social Sciences, International Studies, Communications or a related field from an [accredited academic institution](#) with four (04) years of relevant professional experience, or;
- Minimum seven (06) years of related work experience with High School Diploma.

### **Experience**

- Relevant professional experience in the UN Security Management System (UNSMS) or an international NGO is an advantage;
- Experience in providing security orientation/briefing is desirable;
- Experience in dealing with law enforcement agencies is an advantage;
- Experience in the use of radio communications is highly desirable;
- Successful completion of the Field Security Associate course is an advantage.

### **Skills & Abilities**

- Excellent communication skills, both oral and written;
- Knowledgeable in Microsoft Applications (Word, Excel, PowerPoint and Teams) is required;
- Proven ability to collaborate with senior government security counterparts and civil, humanitarian and other relevant stakeholders; and the,
- Ability to work in a multi-cultural environment with a team of diverse professional backgrounds is required. The ability to handle a heavy workload efficiently with minimal supervision and understanding the importance of close teamwork is highly regarded.

### **Languages**

Fluency in **English** and **Sinhalese / Tamil** is required; Fluency in all three languages is advantageous.

## ***Required 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 - *level 2*

- 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 and building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

***Other***

Appointment will be subject to certification that the candidate is medically fit for appointment and successful reference checks.

Women with the above qualifications are encouraged to apply.

**How to apply:**

Interested candidates are invited to submit their applications with the following: (Incomplete application will not be considered)

- a. Detailed bio data
- b. Cover letter including two work related referees (non-related)
- c. Pre-screening form ([here](#))

Kindly submit your application via email to [HRSRILANKA@iom.int](mailto:HRSRILANKA@iom.int) indicating the position applied on subject line by **Sunday 11<sup>th</sup> February 2024.**

Only shortlisted candidates will be contacted.

**Posting period:**

From 28.01.2024 to 11.02.2024