



International Organization for Migration (IOM)
The UN Migration Agency

SVN # IOM0825-15

Position Title : **Field Security Associate**
Duty Station : **Tehran, Iran**
Classification : *General service Staff, Grade G6*
Type of Appointment : *Special short-term graded, Nine months with possibility of extension*
Estimated Start Date : **As soon as possible**

Closing Date : **August 21st, 2025**

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.

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 direct supervision of the Field Security Officer (FSO) in IOM Tehran, Iran, or the Chief of Mission (COM) where there is no presence of a Field Security Officer in the duty station, and the technical supervision of the Office of Staff Security (OSS) as represented by the Regional Security Officer (RSO) based in the Regional Office in Bangkok, and the administrative supervision of the Chief of Mission (COM), the successful candidate will be responsible for providing specialized support to enable IOM's activities and assist the Field Security Officer with all aspects of security risk management.

The incumbent will support the Field Security Officer/Chief of Mission in establishing and maintaining an appropriate level of security awareness in Iran.

Core Functions / Responsibilities:

1. Establish and maintain effective working relationships with country United Nations Department of Safety and Security (UNDSS) office, host government agencies, and local authorities responsible for security, in order to obtain up-to-date security-related information that is beneficial to the Iran.

2. Assist the Field Security Officer/Chief of Mission in collecting, updating and communicating information regarding the security situation in Iran. Carry out the adequate gathering and verification of security information that may be required for a proper analysis of the situation.
3. Support the Field Security Officer/Chief of Mission in the development and implementation of IOM Country Office-specific security plans including contingency and emergency response plans, Standard Operating Procedures (SOPs), including providing security-related inputs into the Business Continuity Plan (BCP).
4. Assist the Field Security Officer/Chief of Mission with the conduct of the Security Risk Management (SRM) and the monitoring of the security measures implementation as recommended in the Security Risk Management (SRM) process for the area of operation, in close coordination with the United Nations Department of Safety and Security (UNDSS).
5. Provide support in conducting security evaluations and provide advice on Residential Security Measures (RSM) to IOM personnel, as well as on latest trends and threats to staff safety and security.
6. Support the effective management of the Country Office Warden system, by maintaining updated staff lists, including call sign lists, and ensuring the overall operability of communications systems particularly SCAAN. Assist in ensuring that all relevant safety and security information is disseminated in a timely manner to IOM personnel.
7. Assist in reporting security incidents affecting IOM personnel, premises, assets, and operational activities in Iran. This includes providing support in the preparation of security reports such as Security Incident Reports and Weekly Reports.
8. Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned IOM personnel in the duty station. Conducts security briefings, as required.
9. Maintain an orderly filing system for confidential correspondence, security files/documents. This includes maintaining a database on contact details of country UNDSS office and host country security authorities.
10. In coordination with the Field Security Officer/Chief of Mission, implement IOM Iran security measures, verify that access control procedures are effective, and propose any necessary improvements.
11. Provide assistance in the conduct and follow up of investigations and incidents affecting IOM personnel, premises and assets.
12. Maintains liaison with commercial companies used for UN security offices and residences to facilitate the effective and efficient use of the guard force.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Security, Social Sciences, International Studies, Communications or a related field from an accredited academic institution, with four years of relevant professional experience;
- Completed High School degree from an accredited academic institution, with six years of relevant professional experience.

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

- Excellent communication skills, both oral and written;
- Knowledge 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 is required (oral and written).
- Fluency in the local language/s of the duty station is also required.

Required Competencies

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

- 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

- 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 actions and delegated work.
- Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies:

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 leadership and professional potential.

Empowering others: Creates 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

- 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 fill in **the Personal History Form** attached and send it together with their **CV** and **cover letter** to the following address:

IOMTehranRecruitment@iom.int no later than **21st August 2025**. Please take note that the vacancy notice number (SVN#IOM0825-15) must be referred to in your application/email and/or cover letter in order for an application to be considered valid. IOM only accepts profiles duly completed. Only shortlisted candidates will be contacted.

Posting period:

From 07.08.2025 to 21.08.2025

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.