

Mission Security Assistant
Employment Regime: Local Contracted
Group: 3
Reporting Line: (Senior) Mission Security Officer

Main Tasks and Responsibilities:

- To work in close cooperation with the Security and Health Department to ensure the ongoing support to EUBAM Rafah staff in relation to all security related matters;
- To assist in the development and updating of EUBAM Rafah emergency policies and procedures;
- To monitor and assist EUBAM Rafah staff to ensure that security policies and procedures are followed and updated or amended when necessary;
- To assist the Security and Health Department in carrying out threat and risk assessments and ensure an appropriate security action;
- To monitor the overall situation in order to assess and react to threats in a timely and effective manner;
- If tasked, to ensure real time reporting from potential trouble spots and dissemination of information in coordination with the Security and Health Department;
- To support the Head of Security and Health Department and Mission Security Officers (MSO) in the travel management process;
- To set up and update the warden system; to implement relevant trainings and briefings,
- To assist the Security and Health Department in the preparation and planning of travel to all locations as directed by the line manager;
- To liaise with relevant local and international organizations in the Mission's theatre of operations;
- To perform job-related administrative and support tasks assigned by the Head of Security and Health Department or MSO.

Qualifications and Experience:

- High school Degree or equivalent;
- Minimum of 5 years of experience in the delivery of commercial or public security services;
- English proficiency at a level of C1 level = Independent User Level (Common European Framework of References for Languages) or equivalent and fluent in Arabic and Hebrew;
- Computer skills (Outlook, Microsoft Word, Power Point, Excel etc);
- Ability to demonstrate loyalty and discretion in delivery of security services;

- Ability to work effectively under pressure in difficult circumstances as well as to communicate with people of all levels;
- Ability and willingness to work additional hours if required;
- Readiness to operate throughout the Mission's theatre of operations;
- Experience in the utilisation and management of radio communications systems;
- Minimum of 2 years of possession of civilian driving licence (C or C1) in area of operations and previous experience with 4x4 vehicles;
- Being certified in first aid is desirable.