

Position Title: Mission Security Assistant	Employment Regime: Local Contracted	Category: Grade III
Ref. Number SECL01	Location: Ramat Gan	
Department/Unit: Security & Health Department	Availability: ASAP	Reporting line: Head of Security & Health Department

MAIN DUTIES AND RESPONSIBILITIES:

Under the supervision of the Head of the Security & Health Department, the Mission Security Assistant provides operational, administrative and security support to the Security & Health Department and Mission staff, contributing to the effective implementation of security policies, procedures and related activities.

The main tasks include:

- To work within the Security and Health Department's chain of command 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 the MSO.

Essential Qualifications and Experience:

- **Education:** Successful completion of secondary education or equivalent;
- **Experience:** Minimum of two (2) years of relevant professional experience in security, security support, emergency preparedness, risk management, or related operational support functions;
- **Languages:** Excellent command (C1 level or equivalent) of written and spoken English, Arabic and Hebrew.

Essential Knowledge, Skills and Abilities:

- **Computer skills:** Proficiency in Microsoft Office applications, including Outlook, Word, PowerPoint and Excel;
- Practical experience in the use and management of radio communications systems;
- Valid civilian driving licence (C) in the area of operations, with a minimum of two years of driving experience.

Desirable Qualifications and Experience:

- First aid certification would be an asset.

Desirable Knowledge, Skills and Abilities:

- Demonstrated discretion, reliability and ability to handle sensitive information;
- Ability to work effectively under pressure and in challenging circumstances, and to communicate effectively with people at all levels;
- Ability and willingness to work additional hours if required;
- Readiness to operate throughout the Mission's theatre of operations.