

Position Code	Position Title	
ALS 02 ALS 03	Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Component/Department/Unit: Security and Duty of Care	Yeghegnadzor	II

The Security Officer (SO) reports to the Senior Mission Security Officer (SMSO) and/or his/her designate via Mission Security Officer (MSO) or Security Operations Room Officer (SORO). As part of the Security and Duty of Care Department (SDCD), s/he will contribute to the efficient and effective running of the Security tasks.

Duties and Responsibilities

The LSO will be required, in accordance with the EUMA Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUMA, serving in Armenia, to perform the following tasks:

- Collect, assess and communicate all information related the security situation at the in Armenia and wider region and help to assess the security situation;
- Liaise and coordinate, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Co-operate closely on security issues with other international organizations and national law enforcement agencies;
- Respond to security incidents/accidents (i.e. traffic accidents) and conduct incident management;
- Assist in the implementation of security operations and all matters relating to the safety and security for EUMA personnel;
- Provide upon request technical and other assistance at security related meetings in the absence of MSOs;
- Assist in keeping security contingency plans updated;
- Assist in management and control of Guard Force from Contracted Private Security Company;
- Assist in conducting regular fire drills, communication tests and evacuation exercises and other trainings and exercises;
- Assist in ensuring residential and office safety, and security preparedness;
- Coordinate with MSOs and SORO's in arrangements of appointments, receiving visitors and take minutes and/or notes at meetings;
- Monitor the record of visitors and visitors procedures inside EUMA HQ;
- Maintain public security and order inside EUMA HQ;
- Produce reports to the SMSO via MSO on any and all incidents affecting mission staff, offices and assets and initiate necessary follow up;
- Conduct administrative, logistics and procurement related tasks requested by line management;
- Assist in the development and maintenance of warden system and keeps update of information related to EUMA locations and residences;
- Support EUMA SORO's in the tracking of mission personnel movements in Area of Operations according to prior arrangements and ensure proper communication;
- Handle information with confidentiality and discretion;
- Perform any other related tasks as requested by the Line Manager(s).

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Armenia and/or holding permanent resident and work permits according to Armenian laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a diploma or Equivalent Police/Military/Security education, where the normal duration of university education in the country awarded is three (3) years or more (Bachelor's Degree);
- After having obtained the graduation diploma at least five (5) years of relevant and proven full-time security related professional experience in the private and/or public sector.

Essential criteria

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Armenian, both oral and written;
- Very good knowledge and experience of Microsoft Office applications;
- Good experience of using data for preparing reports;
- Valid driving license category: B.

Additional assets

- Professional experience in an EU and/or international environment;
- Experience in positions requiring excellent analytical and organizational skills, with a service- and project-oriented approach;
- Professional qualification in security management is an asset;
- Valid driving license category C/C1;
- Knowledge of radio operation;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with colleagues and as part of a team, with respect to diversity;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deliver work on time and up to the standards described by the SOPs, Guidelines, Instructions etc., even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule under field conditions if required;
- Ability to travel to high risk areas and to conduct security duties;
- Maintain the highest levels of confidentiality and discretion when dealing with information.