

Position Name: Senior Mission Security Officer / Medical and Safety	Employment Regime: Seconded	
Ref. Number: ARMP 04*	Location: Yerevan**	Availability: ASAP***
Component/Department/Unit: Chief of Staff / Security and Health	Security Clearance Level: EU SECRET	Open to Contributing Third States: NO

1. Reporting Line:

The Senior Mission Security Officer (SMSO) / Medical and Safety is the primary adviser to the Head of Mission on Security, Medical and Safety related aspects and reports to the Chief of Staff.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of Security and Duty of Care Unit;
- In line with the EU Policy of EU staff deployed outside the EU in an operational capacity under Title V of the Treaty on European Union:
 - To lead, direct and manage the staff and work of Mission Security and Duty of Care Department, as per the relevant document of the Operation Plan;
 - To monitor and assess the security situation and provide security analyses, recommendations and advice to the Head of Mission, Senior Management and Mission members on all security related matters that affect the Mission, its assets, personnel and information;
 - To provide advice and implement measures to ensure the security and safety of Mission members;
 - To be responsible, in line with EU Field Security Policy and its supporting documents, for the drafting, continued development, implementation and updating of the Mission Security Plan (MSP), including provisions for relocation/evacuation as well as effective warden and movement of personnel systems;
 - To contribute and coordinate to the drafting of security policies and procedures;
 - To be responsible for the protection of EU classified information (EUCI) within the Mission and to ensure information is handled in accordance with EU rules;
 - To produce security inputs to daily Situational Reports, Weekly Operational Summary, Monthly and Six Monthly Reports and ensure real time reporting from potential trouble spots;
 - To be responsible for the supervision of journey management planning and provide timely advice and guidance to Mission members;
 - To ensure that comprehensive security induction and other necessary trainings are provided to Mission members;
 - To ensure that regular security drills, communication tests and evacuation exercises are conducted;
 - To ensure that Contracted Guard complies with the agreed Terms of Reference and fulfils the contractual obligations according to the assigned performance standards, including the Code of Conduct;
 - To ensure an effective system of security reviews in relation to the Missions' property and buildings and recommend changes if necessary;
 - To develop professional contacts with Security Managers of EU bodies, diplomatic representatives, local police and international organisations and other local actors as applicable.
- To coordinate security reviews of Mission members personal protective equipment, transport, Mission members residences and Mission offices as necessary;
- Provides basic medical assistance to Mission Members as a first responder;
- To be available to deploy 24/7, to provide security direction, follow up action and set priorities to effectively manage foreseen/unforeseen security events or incidents;
- To work in close cooperation with Mission Support on matters related to budget and procurement of security equipment, contracts/services and draft terms of reference;
- To ensure all security and communications equipment is operational and ready to use;

- To ensure that all medical equipment in the Area of Operation (AoO) is kept in a state of operational readiness, including ensuring that content of medical equipment and assets (trauma bags, AED's etc.) is kept up to date;
- To prepare requisition for purchase of medical items and necessary equipment after having received approval from Civilian Operations Headquarters;
- To provide ongoing emergency first aid training to all staff, performs medical briefing for incoming staff;
- To ensure the policy on security clearances for Mission members is correctly applied;
- To travel to all Mission areas including high risk areas as required;
- To collaborate with and report to Civilian Operations Headquarters Security and Health Division on all security related matters and ensure the implementation of their security recommendations;
- To regularly convene with the Mission Security Management Team;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To provide coverage during periods of absence of staff members with other functions as applicable, ensuring continuity of operations and responsibilities;
- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Mission Specific Tasks and Responsibilities:

- To develop emergency medical contingency plans and planning for response to a mass casualty incident and medical evacuation;
- To provide briefings and presentations on matters affecting the security and safety of Mission members and to ensure all staff is properly prepared for emergencies;
- To develop, implement and update the Mission Security Plan (MSP) and all supporting security and safety instructions and procedures;
- To provide comprehensive reports on all incidents affecting Mission Members and initiates necessary follow up action with the appropriate authorities;
- To review the security level and state of alert;
- To draft security related Terms of Reference for the procurement of security equipment, contracts and services;
- To act as the Mission Medical Focal Point towards the Civilian Operations Headquarters (CivOpsHQ) Medical Team which includes the following tasks:
 - Continuity of current medical, emergency and other planning according to the directives given by the CivOpsHQ Medical team;
 - Respond to medical incidents. Coordinate and monitor the medical evacuation chain with the contracted health care provider and the Mission's insurance provider with the CivOpsHQ Medical team;
 - To prepare and perform medical briefings and trainings for all new and existing staff as requested by CivOpsHQ.
- To oversee the business continuity plan and follow up with the Mission Support Department regarding emergency storage for fuel, water, medical equipment, communications and rations;
- To manage and maintain the status of mission Shelters and safe-rooms;
- To conduct Fire Safety Management: assessment and management of fire risks.

5. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 8 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

6. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- Organisational, planning, and time management skills.

7. Desirable Qualifications and Experience:

- Security studies, security and defence studies, peace and conflict studies, intelligence or other related fields;
- Successful completion of EU Mission Security Officer Certification Course;
- Authorised to carry and use weapons in compliance with the applicable legal framework;
- Valid license for armoured vehicle or C or C1 driving license;
- International experience, particularly in crisis areas with multinational and international organisations.

8. Desirable Knowledge, Skills and Abilities:

- Knowledge of the Mission area and potential security threats;
- Knowledge of Russian and/or Armenian language(s).