

**GENERIC JOB PROFILE****1. POST**

Job Title: Security Officer

Grade: P2

Section: Safety and Security

Duty Station: Field Mission

2. JOB PURPOSE

To assist in the design, provision and implementation of all safety and security services to protect mission staff and assets.

3. MAIN DUTIES AND RESPONSIBILITIES

Within delegated authority, the Security Officer may be responsible for the following duties:
(*These duties are generic and may not be performed by all Security Officers.*)

- Assists in preparing draft security plans for a specific area within the overall mission area of operations.
- Performs routine investigations or security assessments to ensure the safety of field staff to enter or return to a location where actual or suspected problems exist.
- Ensures that all staff members are kept fully informed on matters affecting their security.
- Conducts routine security surveys of office and residential areas and premises.
- Investigates and prepares reports on minor cases of theft, illegal entry, assault, or other incidents when the extent of the infraction is readily determinable.
- Assists higher grade Security Officers in establishing policies and procedures for reviewing crisis situations and preparing contingency plans for emergencies.
- Assists in the recruitment, training and supervision of local security guards.
- Assists in identifying and recording African Union assets and number of staff to be protected, and estimates number of guards required.

- Liaises with local authorities to discuss potential problems and plans possible methods of resolution.
- Serves as member of interdisciplinary team on matters of non-routine nature, such as mine removal, evacuations, medical emergency or hostilities that threaten the safety of staff and dependents.
- Draft periodic and incidental reports and developments
- Performs other duties as assigned.

4. REQUIRED COMPETENCIES

Professionalism

Good basic skills in security specialization to be able to recognize and evaluate the seriousness of threats and potential dangers. Well-developed analytical skills. Ability to appraise and evaluate the security-related implications of economic, political, cultural and historical variables in the country. Demonstrates professional competence and mastery of subject matter. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning& Organizing

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Stakeholder Engagement

Considers all those to whom services are provided to be “stakeholders” and seeks to see things from stakeholders’ point of view; establishes and maintains productive partnerships with stakeholders by gaining their trust and respect; identifies stakeholders’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the stakeholders’ environment to keep informed and anticipate problems; keeps stakeholders informed of progress or setbacks in projects; meets timeline for delivery of products or services to stakeholder.

5. EDUCATION

A first-level university degree in business administration, political/social science, psychology, international relations, military science, law or a related field.

6. EXPERIENCE

A minimum of three years of progressively responsible experience in the military, police, or security management preferably in the police or military context or related area.

7. LANGUAGE

Fluency in one of the official languages of the African Union.

8. GENDER MAINSTREAMING

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.