

Role Description

Job title	Security Coordinator
Job Family	Corporate Functions & Administration
Job Sub-Family	Facilities Operations & Physical Security
Entry grade	AST03
Role summary (ECD)	Responsible for overseeing operations of physical security at the Agency's premises. Day to day responsibility over security operations and ensuring that all security services provided by third-party contractors are well-managed.

Standard Role Duties & Responsibilities	Perform duties reserved only for the Temporary Agent contractual category.
	Assist in implementing and coordinating operational security operations;
	Lead the Emergency Response Team in regard to emergency situations which could endanger the security of persons and assets, and submit a comprehensive security reports post-event;
	Support development and maintenance of assigned policies and procedures;
	Contribute to the development of other Agency policies and procedures, as required, such as Business Continuity, Health & Safety, environmental, facilities and IT information security;
	Support Security intelligence monitoring and understand the external security threats levels as well as their impact on the Agency in the context of its activities, review the physical security risk assessment, identify and implement mitigating actions;
	Maintain an annual programme of security tests and checks to identify further risks or weaknesses;
	Support raising security awareness across the Agency by providing induction and training to enable Agency's staff, delegates, contractors and visitors to carry out their activities in compliance with requirements of the physical security policies and procedures;
	Manage procurement procedures for security related matters and contract management, agreeing and monitoring service level agreements and key performance indicators.

Role Specific Duties & Responsibilities	The specific tasks of an individual job holder, linked to this role description, are further detailed and referenced in: activities of the organisational entity within which the job holder carries out those tasks; the set of annual performance and development objectives, which are established together with the reporting officer; the requirement to comply with SOPs, WINs, Confidentiality Undertaking and other documentation relevant to the role and its scope. These will be agreed upon with the reporting officer upon assuming duties.
Managing resources	No management or supervision of resources.
Communication and professional contacts	Required to receive and convey information, orally and/or in writing, of a non-routine nature which needs careful explanation and interpretation e.g. explaining or interpreting policies, systems, processes; dealing with matters of a sensitive nature; formulating responses to more complex enquiries; drafting news items, letters, minutes, reports or presentations. Standard professional contacts related to normal day-to-day working relations within own job responsibilities. Professional contact limited to the exchange of information requiring courtesy and effectiveness in dealing with others. This may include soliciting and sharing information amongst peers. Contacts with colleagues in roles of higher responsibility will usually be associated to administrative tasks. In particular, a Security Coordinator will: Assist the Security Specialist/Head of Service and senior management in security related crisis management; Support Facility Coordinator/Specialist in fire and/or building related emergencies and procedures; Provide input to the Security Specialist and Head of Service on the work plan and activities related to planning, reporting and budget monitoring.
Essential requirements Education Experience Skills & knowledge Certificates	<i>Education</i> A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years; Field of study: n/a <i>Experience</i>

	6 years from the time when a post-secondary education diploma was awarded; where the official duration of the course is less than three years, the difference shall be deducted from the professional experience; In implementing, coordinating/overseeing security operations in a corporate environment; In risk management in the area of security, including experience in transposing and implementing threat assessments and risk analyses into organisational/operational measures and procedures; In access control systems, intrusion detection systems, hostile vehicle mitigation systems, alarm systems, visitor management and CCTV systems in a corporate environment. <i>Skills & knowledge</i> n/a <i>Certificates</i> n/a
	<i>Education</i> n/a <i>Experience</i> In collecting, organising and analysing intelligence on the basis of open sources, databases and other IT tools, social networks; In Fire Health & Safety e.g. evacuation/emergency procedures, fire alarm systems, risk assessment, method statements; In managing outsourced security related contracts, verifying the quality of services provided, preferably in international or governmental organisations; In drafting technical specifications for security related services; In implementing security related policies; In planning and implementing security communication and awareness strategies. <i>Skills & knowledge</i> n/a <i>Certificates</i> n/a

Category	Competency	Proficiency Level
Role Competencies	Health, Safety and Security	Intermediate
	Risk Management	Intermediate

Sub-family Competencies	Administrative Excellence	Intermediate
	Contracting and Procurement	Intermediate
	Applied Knowledge Management	Basic
Grade Competencies	Adaptability & Agility	Intermediate
	Coping with Pressures and Setbacks	Intermediate
	Prioritising and organising	Intermediate
Core Competencies	Ethics and integrity	Intermediate
	Team collaboration	Intermediate
	Customer centricity	Intermediate
	Results orientation	Intermediate
	Communication	Intermediate
	Cross-cultural sensitivity	Intermediate
	Continuous learning and self-development	Intermediate