

## Job Description – Security Associate

### I. Position Information

Position Title: Security Associate	Reports: None
Department/Office: Security	Position status: (Vacant)
Duty Station: Kabul, Afghanistan	Level/Band: 3
Reports to: Security Specialist	

### II. Organizational context

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

This position reports to the National Security Officer (NSO) and will primarily conduct field security activities in support of IDLO operations. These will include carrying out Security Risk Assessments, Venue Assessments, briefings and training.

### III. Functions / Key results expected

This position will provide technical and administrative support to the operations room/dispatch office and wider security team.

1. Field Security Support
  - a. Assist in the coordination and planning of field missions.
  - b. Conduct Security Assessments, within Kabul and in provincial locations.
  - c. Travel with IDLO staff to provide security support on field missions.
  - d. Deliver security training and advice to IDLO national and international staff, as directed by the NSO and Security Manager.
  - e. Work closely with the Field Security Officer responsible for field missions
  - f. Establish links and Liaise with Afghan national security elements, for problem solving, advice and intelligence
2. Administrative Support to Security Department
  - a. Provide support for security procurement activities.
  - b. Assist the NSO in administration of the drivers and dispatch office.
3. Kabul Operations
  - a. Assist the NSO and Kabul Security Officer in the running of daily security operations.
  - b. Provide security support for bank runs.
  - c. Carry out other security related tasks as required by the NSO and Security Manager.

#### IV. Impact of results

The Security Associates support to the team enhances the safety of all staff working in Afghanistan.

#### V. Knowledge, Skills and Abilities

- A strong knowledge of the security situation across Afghanistan.
- Should have the ability to work with National and International staff.
- Should have knowledge of working with ANP and other security forces.
- Be familiar with filing and good office practice.
- Able to confidently deliver security training and develop materials
- Excellent written and verbal communication skills.
- Proficiency in MS Office products, including MS Word, MS Excel and MS Outlook;
- Ability to travel around Afghanistan and network with local officials
- Keen sense of ethics, integrity, and commitment to IDLO's mandate.

#### VI. Recruitment qualifications

Education:	Completed 12 <sup>th</sup> grade education.
Experience:	3 years relevant experience
Language Requirements:	Fluency in English and Dari and Pashto is required Knowledge of Arabic would be an advantage.