VACANCY FOR THE POST OF SECURITY ASSISTANT (KABUL BASED)

(COLOMBO PLAN FIELD OFFICE)

FIXED TERM CONTRACT

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific, which has its headquarters in Colombo, Sri Lanka, is an inter-governmental organization with a membership of 27 countries in the Asia-Pacific region. Applications are hereby invited from qualified and experienced local personnel for the above post based in Kabul, Afghanistan which meet the required criteria:

Background of the Colombo Plan:

The Colombo Plan for Cooperative Economic and Social Development in Asia and the Pacific applies the concepts of self-help and mutual help to strengthen the development process in its member countries. Established in 1951 with seven Commonwealth member countries, over the years the Colombo Plan has expanded its membership to 27 countries not only of the Commonwealth in the Asia Pacific region but also countries belong to other regional groupings. Drawing on more than 60 years of technical cooperation expertise, the Colombo Plan works through a network of national focal points in member countries for effective coordination of its programming.

The Colombo Plan currently implements two large programs out of its Field Office in Afghanistan: The Drug Advisory Programme and Gender Affairs Programme.

Since its inception in 1973, the Colombo Plan Drug Advisory Programme (DAP) has made significant contribution in Drug Demand Reduction (DDR) throughout the Asia-Pacific Region.

DAP Projects in Afghanistan has been implemented since 2003 and was intensified in 2011 in response to the increasing opium production and consumption. DAP provides technical assistance to treatment facilities by providing financial support, Universal Treatment Curriculum Training and conducting scientific research all over the country. DAP also mobilized the community including religious leaders in both aspects of prevention and treatment. Massive Preventive Drug Education in schools are conducted along with mobile exhibition and street art, and empowering youth DDR initiatives.

The Colombo Plan commenced gender programming in Afghanistan in 2007 by supporting shelters for women and children through DAP. Colombo Plan’s gender programming continued to grow, particularly in Afghanistan, between 2007 and 2014. To further expand this initiative,
particularly to other countries in Asia and the Pacific region, the Colombo Plan Council approved
the establishment of the Gender Affairs Programme (GAP) during the 282\textsuperscript{nd} Council meeting in
May 2014. The Colombo Plan Gender Affairs Programme (GAP) focuses on women and children’s
rights, issues, and development in Colombo Plan member countries. In Afghanistan, GAP
implements two projects: The Afghan Women’s Shelter Fund (AWSF) and the Afghan Children’s
Support Center Fund (ACSCF).

**Purpose:** Under the overall guidance and supervision of the Security Manager, the Security
Assistant assists in the implementation of security operations and all matters relating to the
management of safety and security for Colombo Plan (CP) personnel in Afghanistan.

**Description of Work:**

**Assists the Security Manager in collecting, updating, and communicating information
regarding the security situation in the country:**

- Liaises and coordinates, 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 stakeholders in Afghanistan.
- Maintains a statistical database of all CP related security incidents in the country and
  analytical charts.
- Helps to assess the security situation at the Afghanistan Field Office and ensures
  adequate gathering and verification of security information that may be required for a
  proper analysis of the situation by the Security Manager.
- Communicates information on security to CP Secretariat and programme directors and
  provides host country security advice to CP Secretariat and programme directors in the
  absence of the Security Manager, as required.
- Maintains regular contacts with Security Focal Points of other agencies in Afghanistan.
- May be requested to provide technical assistance for meetings, in the absence of the
  Security Manager.

**Assists in maintaining the Security Plan, including updating staff lists:**

- Supports actions during the implementation of the Afghanistan Field Office Security
  Plan, as required.
- Assists the Security Manager in monitoring compliance with CP Minimum Operational
  Security Standards (MOSS) established for Afghanistan.
- Assists in reporting security incidents affecting CP staff and implementing partners,
  offices, and assets, and assists in the preparation of security reports, such as the
  Security Incident Report, the Security Assessments, and the Quarterly Incident Report.
- Provides support in organizing and conducting training courses on security awareness
  and preparedness and providing security orientation to newly assigned staff members.
  Conducts security briefings, as required.
Provides general administrative assistance to the Security Manager:
- Maintains routine and confidential correspondence files/documents.
- Maintains a database on contact details in relation to host country security authorities.
- Arranges appointments, receives visitors, places and screens telephone calls and answers queries with discretion, and takes minutes and/or notes at meetings.

Performs other security-related tasks assigned by the Security Manager:
- Conducts security evaluations and provides advice on security measures for the residence (CP Minimum Operating Residential Security Standards - MORSS), as well as on latest trends and threats to staff safety and security.
- Establishes and maintains warden system and keeps update of information related to the CP field office and residence in Afghanistan.
- Administers a pass and ID system for the CP Field Office Afghanistan.
- Ensures to submit to the Security Manager his/her work plan of the assigned tasks and follow-up action plan showing the status of each task.
- Ensures that all the above-mentioned activities are archived on the CP shared drive/s as appropriate.
- Works closely with GardaWorld (GW) Guard Force Primary Risk Manager (PRM) and supervisors monitoring performance of GW security force assigned to CP office ensuring effective and efficient use of the guard force. Keeps Guard force apprised of current threats and local travel conducted by CP staff.

Qualifications and Requirements

Education: Secondary education. University Degree desirable, but it is not a requirement

Work Experience: 6 years experience in security, risk management and/or office administration or related field of work. Prior experience with an international NGO is desirable

Languages: English is the working languages of the Colombo Plan Secretariat. For the post advertised, fluency English, i.e., oral, and written proficiency, is essential & the national language/s of the duty station Dari and Pashtun

Other:
- Knowledge of HF and VHF radio operation.
- Experience in diplomatic security, risk management and coordination considered an asset.
- Knowledge of Afghanistan rules/regulations; High command of computers skills (MS Word, Excel, Access, PowerPoint, outlook, Adobe Acrobat, and deal with web-based sites).
• Possession of a valid driver’s license.
• Ability and willingness to travel to CP areas of operation within Afghanistan.
• Physically fit.

Core competencies:

• Commitment to the ideals of the Colombo Plan Constitution and the Organization’s core values – Professionalism, Integrity and Respect for Diversity.

Functional Competencies:

Planning and Organizing:

• Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision.
• Ability to work under pressure or in crisis situations. Availability to travel within the area of responsibility.

Creativity:

• Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas

Teamwork:

• Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Communication:

• Proven and sustained communication (verbal and written) skills.

This appointment will be for a fixed term of One (01) year and dependent on the funding of donor agencies.

Applications (CV and Cover letter) should be sent via email on or before 25 March 2021 to vacancies@colombo-plan.org. The email title should clearly mention: Security Assistant (Kabul based).

Only short-listed candidates will be contacted for the interview.