



International Monetary Fund, Resident Representative Office for Ukraine

VACANCY ANNOUNCEMENT

LOCAL SECURITY COORDINATOR (LSC)

The International Monetary Fund (IMF) Resident Representative Office for Ukraine, is seeking to hire a Local Security Coordinator (LSC) to support the work of the Office.

Duty station: Kyiv, Ukraine

Duration of commitment: One (1) year but the contract can be renewed multiple times.

Start date: TBC

Basic Function of the position:

The Local Security Coordinator (LSC) assists in the implementation of security operations and all matters relating to the management of safety and security for Fund personnel and assets in Ukraine. Strong communication, interpersonal, and analytical skills will be needed to remain abreast of security developments, provide timely guidance to IMF staff, coordinate with UN and host government security representatives, and act as a first responder for security incidents. A proven ability to work independently, including an ability to establish priorities, plan, and coordinate security matters and monitor security developments would be an asset.

Major Duties & Responsibilities:

Under supervision of the Resident Representative the selected candidate will:

- Act as a first responder for security incidents, emergencies, and disasters; serve as coordinator during emergencies involving the safety and security of Fund staff, offices and assets.
- Oversee timely reporting of security incidents affecting Fund staff, offices and assets, and prepare incident reports for both country and HQ-based staff.
- Assist the HQ-based Regional Security Advisors (RSA) in collection, collation, verification, and analysis of information on security developments.
- Remain abreast of security developments, monitor triggers and related indicators, and provide timely guidance to IMF staff in the Kyiv office and at headquarters (HQ).
- Develop and maintain a network of contacts with host government security officials and other security contacts and ensure all Fund personnel are supported under the United Nations (UN) security arrangements.
- Assist in maintaining security equipment current and operational in liaison with UNDSS and local service providers (CCTV, radio, satellite phones).
- Review security arrangements at hotels and government offices where Fund business is routinely carried out assist in overseeing Fund vehicle use, management and maintenance.
- Provide support in organizing and delivering training courses on security awareness and preparedness for Fund personnel.

Competencies:

The selected candidate will be expected to demonstrate:

- Ability to interpret and present information relating to the security context/environment.
- Sound knowledge of security technical skills and knowledge, including knowledge of use of radios, journey management, incident reporting, and emergency response.
- Strong analytical and conceptual skills.
- Ability to plan and organize work assignments independently within agreed objectives.
- Proven ability to anticipate, adjust to and prioritize a variety of complex, evolving tasks, often under high stress and/or crisis situations.
- Gains trust and confidence by delivering quality work, advice, and expertise.
- Demonstrate proficiency with respect to communications skills – listening effectively, speaking persuasively (as appropriate), writing clearly and concisely) – in the performance of job,
- Deal effectively and diplomatically with member government officials, United Nations Department of Safety and Security (UNDSS), and other NGO security personnel.
- Actively promote team work and collaboration to achieve Resident Representative Office objectives

Qualifications and Experience:

- A university degree in social sciences, security management, or other relevant discipline, or equivalent military/police academy diploma in combination with commensurate work experience.
- At least five years security experience in the UN security system, military/police, law enforcement, or related field of work.
- A full working proficiency in spoken and written English and Ukrainian is required.
- Proficiency in software applications is required (e.g., Word, Excel, PowerPoint), together with a knowledge of social media applications (Telegram, Signal, WhatsApp) strongly preferred.

Interested candidates should submit their cover letter and curriculum vitae (CV) to the attention of the Regional Security Advisor (RSA) Mr. Taylor Nickel at tnickel@imf.org **no later than Friday, November 24.**

Only short-listed candidates will be acknowledged.