



VACANCY ANNOUNCEMENT

The Austrian Development Agency (ADA) is the Operational Unit of the Austrian Development Cooperation (ADC). It is in charge of implementing all bilateral programmes and projects in ADC partner countries and administers its budget.

For the implementation of the EU and ADC funded project International Monitoring Operation (IMO), ADA is looking for a qualified and experienced candidate to fulfil the position of **Security Officer** in the International Monitoring Operation (IMO) project, located in Tirana.

The overall objective of the IMO is to align the Albanian justice system with the EU acquis and best international practices. The specific objective is to increase the professional quality of judges and prosecutors, reduce the impact of organised crime, politics and corruption in the delivery of justice, and enhance the integrity and accountability of judiciary institutions.

DESCRIPTION OF THE ASSIGNMENT

Under the overall management of IMO Team Leader (TL) and under the direct supervision of the Chief Security Officer, ensures the ongoing support to IMO operation and its staff in relation to all security management related matters.

ROLES AND RESPONSIBILITIES

- Substitutes Chief Security Officer in his/her absence.
- Be responsible of the day-to-day operational running of all IMO Offices regarding security processes.
- Monitor the political and security situation in order to assess and react to threats in a timely and effective manner.
- Ensure real time reporting of potential trouble spots and dissemination of information to Chief Security Officer.
- Assist the Chief Security Officer in carrying out threat and risk assessments and ensure an appropriate security action.
- Assist the Chief Security Officer in the development and updating standard operating procedures and emergency policies and procedures.
- Liaise with Albanian security organisations other actors, ie. Republican Guard and State Police to facilitate exchange of security related information and emergency response in case of need.
- Every second week, act as an on call "duty security officer" and facilitate 24h/7days a week response capability in case of emergency.
- Monitor and assist IMO staff to ensure that security policies and procedures are followed.
- Provide security training for IMO staff.
- Oversight of the work of Republican Guard providing perimeter/building security.
- Responsible of building/apartment security risk assessments and updating the housing map database for IMO international staff.
- Provide assistance for IMO staff when dealing with local authorities and on other issues cleared by Chief Security Officer.
- Perform any other job-related task requested by Chief Security Officer.

REQUIREMENTS FOR THE POSITION

- Completed first level university degree (Bachelors Degree) attested by a Diploma from security related field or equivalent and attested police or/and military education or training.
- Excellent spoken and written command of English and Albanian
- A minimum of 5 years of relevant work experience.
- Prior experience working for Albanian security organisations or in an international environment is considered be an advantage.
- In depth understanding of the sensitivity associated with the security elements of a justice reform intervention.
- In depth understanding of the sensitivity associated with the security elements of a vetting related reform would be considered as an advantage.
- Good computer skills in MS Office applications (Outlook, Excel, Word, Power Point).



- Ability to establish and maintain effective working relations as a team member in a multi-cultural, multi-ethnic environment. Good interpersonal and communication skills.
- Punctuality, ability to perform under stress and willingness to work flexible working hours.
- Ability to exceptionally prioritise and manage a high workload.
- Valid B driving license;

SUBMISSION OF APPLICATIONS

Applications must be sent to recruitment@imo-albania.eu by **15 January 2025** indicating “**Security Officer**” in the subject and including a Europass format CV in English language, a motivation letter, and 3 professional references with names, contacts and working relationship (at least one referee should have been your direct supervisor). Application sent after the deadline will not be taken into consideration. Only short listed candidates will be notified for personal interview. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application. High preference will be given to candidates with quick availability.

APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The successful applicants selected by the recruitment committee will be employed by ADA.

For this post, the required level of **security clearance** is **Albanian SECRET (SEKRET)**. In case selected candidates do not currently hold a valid security clearance at the above-mentioned level, the IMO will request such from the DSİK. In case of a failure to obtain the required personnel security clearance or if the DSİK issues a negative opinion at the above-mentioned level after the signature of the contract, ADA has the right to terminate the contract. Candidates who currently hold a valid personnel security clearance at the above-mentioned level (or higher) may not need to obtain a new one, pending confirmation from Albanian National Security Authority (*Drejtoria E Sigurimit Te Informacionit Te Klasifikuar, DSİK*).