



The Embassy of Switzerland in Kyiv is looking for a

Local Security Advisor (starting in December or as soon as possible)

Job Objective:

Thanks to their specific knowledge of the Ukrainian security context, their network of contacts and their knowledge of the Ukrainian language, the Local Security Advisor will be the local security focal point at the Embassy.

Main duties and responsibilities:

- Continuously monitor and analyze security data feeds, intelligence reports, and news sources to identify early indications and warnings of emerging security threats for the Embassy. Provides alerts to all embassy staff on immediate threats.
- Provides regular updates and analysis on the Ukrainian security context by conducting comprehensive studies of present and anticipated threats.
- Liaise with Ukrainian authorities, Ministries and other diplomatic missions in the area of security and develops and sustain a security intelligence network.
- Coordinates with local, regional and international security agencies, diplomatic missions and NGOs to gather and validate information on present and potential threats.
- Reviews and continually refines the security risk management tools of the Embassy, the security guidelines for staff and visitors and implements newly defined policies and strategies
- As a member of the Security Management Team, provides leadership and expertise on operational security and risk management issues, as well as on the implementation, supervision and improvement of recommended measures.
- Secures the embassy's premises and the staff by analysing, reviewing and providing recommendation for physical and/or operational security improvements.
- Undertakes site assessments for the needs of the embassy and its staff; and coordinates with the Head of consular and administrative affairs for additional measures, if needed.
- Monitors and supports security compliance inside and outside the Embassy.
- Determines protection needs by collecting and reviewing travel planning information, issues travel advisories and modifies travel itineraries; makes travel security arrangements, organizes secure accommodations, and security-equipped transportation.
- Enhances the security of embassy staff during travel by monitoring and providing appropriate situational awareness.
- Ensures and manage the logistical readiness of the Embassy in preparation of a crisis.
- Supervises the management of the service vehicles, the drivers and the external security guards.
- Is responsible for crisis communications management (satellite phones, Gigaset, Starlink) and other crisis management equipment.
- Organises and provides security briefings to new staff and visiting delegations.
- Organises and conducts safety and security trainings.

Requirements:

- Sound knowledge of Security Management with previous work experience in this field (in an international organisation, a diplomatic mission, a security company or an Ukrainian state or police institution).
- Experience of working in an international environment.
- Fluent in Ukrainian and English (knowledge of German or French would be an asset).
- Good computer literacy.

Personal qualities:

- Ability to interact, supervise and advise.
- Proactive, structured and autonomous working styles
- Analytical and conceptual capabilities
- High degree of personal integrity and trustworthiness.
- Discretion and confidentiality.
- Stress resistance, flexibility and ability to work under pressure.
- Flair for organisational tasks.
- Highly developed team spirit and networking skills.
- Excellent social and communication skills.

We offer:

- Inviting and interesting work atmosphere in a foreign diplomatic mission.
- Work in a dynamic organization operating actively across the country in the humanitarian and diplomatic field.
- Competitive salary relative to experience and benefits package.

To apply:

Please send your CV and a letter of interest with indication of salary expectations until **10th of November 2023** to kyiv@eda.admin.ch .

Please indicate in the subject line "Local Security Advisor" to ensure timely processing of your application. No phone calls please. Those who are selected for an interview will be contacted.

Kyiv, 27.10.2023