



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to internal and External Candidates

Position	:	Security Support Assistant (Database)
Organizational Unit	:	Staff Security Unit (SSU)
Duty Station	:	Maiduguri
IOM Classification	:	G4 (NGN 444,463.42 per month)
Type of Appointment	:	Special Short-Term (SST) Grade Equivalent Contract (Renewable)
SVN No.	:	SVN2018/16
Estimated Start Date	:	As soon as possible
Closing Date	:	18th April, 2018

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working Under the overall supervision of the Chief of Mission and the direct supervision of the Field Security Officer (FSO), and in close collaboration with Program Managers and focal points in IOM Maiduguri, the successful candidate will assist on all management matters related to staff and property in IOM Maiduguri:

Core Functions / Responsibilities:

1. Carry out all administrative matters including manager/assets custodian recording, issuing of security material used for the field; Participate as well as all security professionals to undertake radio technician responsibilities;
2. Ensure that security administration activities (travel clearances, UNDSS trip profiles, staff lists etc.) are properly maintained and archived for future access if required.
3. Maintain an orderly filing system for all security files updated level of communication documentation and files while Monitoring, supporting and complying with standard operating the Warden system
4. Control and track SSU assets and, where necessary the issuance and return of those assets. Ensure there is proper maintenance of SSU assets.
5. Coordinate and submit special Security clearances (SSCR) and all desired documentation, information, liaison with Local forces etc., related to movement to new accessible areas (NAA).
6. Assist the Security Supervisor and the Local Security Assistant in ensuring the implementation of the proper security arrangements in all IOM premises for IOM visitors and personnel as per set out SOPs;
7. Assist in briefing IOM field staff members including IOM temporary staff whilst ensuring that they are carried out in the most efficient and professional manner;
8. Assist to establish UN ID cards for IOM regular staff in coordination with IOM HR and Security Staff in Abuja or Maiduguri;

9. Maintain an inventory of all fire equipment within the building with the corresponding expiry date and liaise with the logistics team on maintenance and replenishment / repair / replacement;
10. Maintain staff list to ensure all pertaining information to the staff member's addresses, contacts and dependents are recorded and regularly updated on daily basis to be shared with UNDSS and HR colleagues;
11. Track the travel movement of all IOM personnel (international and national) and share updated information to ensure the required clearances are obtained;
12. Stand for the Local Security Assistant in case of absence and participate upon instruction to all Security field missions in new accessible areas including the support given to IOM temporary staff;
13. The job holder may be required to undertake additional duties, which may be reasonably expected and forms part of the job of the department/section;

Required Qualifications and Experience

- University degree or equivalent in social science, Computer Science, law enforcement or certified graduation from military/police academy.
- Minimum four years (two years for degree Holder) in related field; preferably relevant professional experience with the security in UN, INGO or NGO. Experience in the rank of NCO and above in the armed/police forces.
- Good political and social knowledge of North-eastern Nigeria.
- Computer literacy with a high degree of proficiency in commonly used applications such as Word, PowerPoint, Access and Excel is required.
- The ability to work in a multi-cultural environment with others with diverse professional backgrounds is required.
- Training in emergency and disaster response is an added advantage.
- Knowledge and the use of UN security Equipment and assets including UN VHF/HF radio system.

Languages

Fluency in **English** and Native Language; Fluency in all languages advantageous;

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving security assistance and services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

Technical

- Anticipates and prepares adequate responses to administrative and logistic matters required for staff preparedness;
- Displays availability outside of regular hours to respond to challenges.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Assess and make proposals regarding any gap in the assets inventory with security equipment used by staff, guards and for premises
- Supports adequate levels of information sharing between internal units, Program managers, and other Security actors
- Establishes and maintains effective relationships with implementing partners

other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Women with the above qualifications are encouraged to apply.

How to apply:

Interested Internal candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Wednesday 18th April 2018**

For the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN2018/16 Security Support Assistant (Database), (G4) Maiduguri.**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Please note that this position is open only to Nigerian National applicants and only shortlisted candidates will be contacted.

Posting period:

From 05.04.2018 to 18.04.2018