



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **SECURITY SUPPORT ASSISTANT**
Organizational Unit : **Staff Safety & Security Unit (SSU) - (10012080)**
Duty Station : **Lagos**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2018/57**
Estimated Start Date : **As soon as possible**
Closing Date : **12th November 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 candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the direct supervision of the Head of Sub-Office in Lagos/Nigeria, the technical supervision of the Field Security Officer (FSO) in IOM Nigeria, and in close collaboration with the Local Security Assistant in Abuja, program managers and Field unit focal points in IOM Lagos, the successful candidate will assist on all matters related to staff and property in IOM Lagos.

Core Functions / Responsibilities:

1. Carry out all administrative matters including 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 and mandatory security requirements (UNDSS briefings, travel clearances, UNDSS trip profiles, staff lists, ID card, UN certificates etc.) are properly monitored, maintained and archived for future access if required;
3. Assist the Head of Sub-office in the implementation of the proper security arrangements in IOM premise for IOM visitors and personnel as per set out SOPs;
4. Assist in regularly providing briefings and information sharing by available channels with IOM staff members including temporary staff for all matters related to safety and security, mainly information related to UN security advisory and instructions;
5. Assist to establish UN ID cards for IOM regular staff in coordination with IOM HR and Security Staff in Abuja or Lagos and assist to track staff movements;
6. 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;
7. 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 while administrating the warden system;

8. Participate upon instruction to field missions in the area of operations including the full support of IOM temporary staff and their respective movements and duties;
9. Monitor the contracted security guards and mobile police and ensures that posts are manned at all times through the guard field supervisor.
10. 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

- Bachelor’s Degree or equivalent in social science, law enforcement or certified graduation from military/police academy.
- At least 2 years’ experience in the rank of NCO and above in the armed/police forces with at least 2 years relevant experience with the security in UN, INGO or NGO.
- Good political and social knowledge of Northeastern Nigeria.
- Computer literacy with a high degree of proficiency in commonly used applications such as Word, PowerPoint 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 multiple languages advantageous;

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators level 1

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Monday 12th November 2018**

In order 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 **SVN2018.57 Lagos. Security Support Assistant G4.**

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 05.11.2018 to 12.11.2018