



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) Grade Equivalent Contract (Renewable)**
SVN No. : **SVN2018/57**
Estimated Start Date : **As soon as possible**
Closing Date : **09th September, 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:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Complementing this programme, IOM is also planning to implement additional projects that aim to protect the security, dignity and rights of returning migrants from along this important and dangerous migration route and to help improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative and complementing projects will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

Working under the overall supervision of the Chief of Mission, and the direct thematic supervision of the Mission Security Officer and the administrative supervision of Head of Office, the successful candidate will assist in all matters related to staff and properties of the Lagos Sub-Office, Nigeria.

Core Functions / Responsibilities:

1. Carry out all administrative matters including manager/assets custodian recording, issuing of security material used for the field;
2. Undertake radio technician responsibilities if/when assigned;
3. Maintain and archive security documentation (travel clearances, UNDSS trip profiles, staff lists etc.) for future access if required.
4. Maintain an orderly filing system for all security files updated level of communication documentation and files.
5. Control and track SSU assets and, where necessary the issuance and return of those assets. Ensure there is proper maintenance of SSU assets.
6. 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).
7. Assist the Security Supervisor and the Local Security Assistant in the implementation of the proper security arrangements in all IOM premises for IOM visitors and personnel as per set out SOPs;
8. Assist in briefing IOM field staff members including IOM temporary staff in the most efficient and professional manner;
9. Assist to establish UN ID cards for IOM regular staff in coordination with IOM HR and Security Staff in Abuja;
10. 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;
11. 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;
12. Track the travel movement of all IOM personnel (international and national) and share updated information to ensure the required clearances are obtained;
13. 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;
14. Perform any other duties as may be assigned

Required Qualifications and Experience

- University degree or equivalent in social science, computer science, and law enforcement 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.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- 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:

- 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 programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;

- 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

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 **Sunday 09th September 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 27.08.2018 to 09.09.2018