



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Local Security Assistant
Organizational Unit	: Staff Security Unit (SSU)
Duty Station	: Maiduguri
IOM Classification	: Special Short Term (SST) Grade equivalent, G6
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_52
Estimated Start Date	: As soon as possible
Closing Date	: 21st November, 2017

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 & 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 direct supervision of the Head of Office in Maiduguri/Nigeria, the technical supervision of the Field Security Officer (FSO) for Maiduguri, and in close collaboration with program managers and Field unit 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. Under the guidance of IOM Maiduguri Head of Office and the FSO for Maiduguri, assist in the development and implementation of security strategies, related to the Maiduguri office security.
2. Support the FSO in all tactical, operational and strategic security matters that impact IOM's staff safety and security and IOM's operations in Maiduguri.
3. Support the implementation of mission's specific safety and security plans, by remaining conversant with various procedures and policies of UNDSS and the IOM security management system and advising the Head of office OIC, Emergency Coordinator, RMO and the FSO on safety and security issues in the assigned fields of responsibility.
4. Ensure that security administration activities (travel clearances, UNDSS trip profiles, staff lists etc.) are properly maintained and archived for future access if required.
5. Undertake all radio technician responsibilities, designs and updates Call Sign lists, trains security staff/contracted guards on VHF/HF radios and maintain overall operability of communications systems and issuance and maintenance of radios. Continues radio communication capabilities to UNDSS, IOM Maiduguri if applicable.
6. Collaborate with the FSO, assist to or conduct physical security survey of offices, security protocols (mandatory Security training) vehicles and staff residences to ensure compliance to Minimum Operating Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS).
7. Take an active role in the development and implementation of evacuation/emergency security plans in coordination with the SSU and UNDSS.
8. Efficiently monitor the local security situation and reports significant events/incidents in a timely manner to the appropriate management/staff using prescribed reporting forms and modalities. Ensure the reports are disseminated in a timely manner to the appropriate IOM staff and offices.
9. In the absence of the FSO, liaise with UNDSS and other local security stakeholders at the appropriate level.

10. 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
11. Supports in investigations and reports security breaches/incidents within the unit's mandates to the HoO and FSO, while ensuring strict confidentiality.
12. Monitor the contracted security guards and ensures that posts are manned at all times through the guard field supervisor.
13. Control and track SSU assets and, where necessary the issuance and return of those assets. Ensure there is proper maintenance of SSU assets.
14. 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).
15. Prepare and deliver security and safety related training session for all staff.
16. Performs other duties as assigned.

Required Qualifications and Experience

- Bachelor degree or equivalent in social science, law enforcement or certified graduation from military/police academy.
- At least 4 years' relevant professional experience with UNDSS or other international organization. Experience in the rank of NCO and above in the armed/police forces
- Good political and social knowledge of the country.
- 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. The ability to handle a heavy workload efficiently with minimal supervision and understanding the importance of close teamwork is highly regarded. In security/emergency services dedication to one's duty is paramount and flexibility and commitment to these duties in an emergency will be expected and appreciated.
- Training in emergency and disaster response is an added advantage.
- Knowledge of the UN radio system and the use of its related equipment.

Languages

Fluency in **English** and knowledge of Hausa and/or Kanuri is an advantage;

Required Competencies

Behavioural

- 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)

Technical

- Interfaces with the UNDSS, safety/security counterparts, relevant government agencies, and other stakeholders to prepare adequate responses to security management challenges;
- Anticipates and prepares adequate responses to matters affecting staff safety/security;
- Displays availability outside of regular hours to respond to challenges.

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments
- Coordinates actions with emergency response actors and making use of coordination structures
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response 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 Tuesday 21st November, 2017**

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 **SVN2017_52 Maiduguri. Local Security Assistant.**

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 08.11.2017 to 21.11.2017