



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	: Abuja
IOM Classification	: Special Short Term (SST) Grade equivalent, G6
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_55
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 Chief of Mission (COM) and with technical coordination with the Field Security Officer (FSO), the Local Security Assistant (LSA) based in Abuja will be responsible for the following functions:

Core Functions / Responsibilities:

1. Under the guidance of the COM and the Regional Field Security Officer (RFSO), primarily support the COM in all operational security matters that impact IOM's staff safety and security, IOM's operations and programs in Abuja.
2. Assist the Office in developing and implementing UNSMS operational standards; monitor compliance of all IOM staff and offices and advise UNDSS when necessary.
3. In coordination with the FSO, be part on the UNSMS Security cell, attend all security Team meetings in Abuja as IOM security focal Point and report to COM accordingly.
4. Ensure proper dissemination of security related information to IOM staff members, and monitor staff compliance to various security plans and advisories.
5. Maintain an updated list of staff members with all relevant information, agency-based warden system, radio sign listing, SSU mission security focal point directory and other safety information.
6. Ensure that all security/safety and communications equipment is functioning and in good condition with a regular inventory duly maintained.
7. Coordinate security and safety plans as approved by the supervisor or management, including periodic fire drills and first aid training of staff.
8. Participate in development of fire safety arrangements plans and make proposals on efficient ways to provide security, anticipating needs and potential situations with an regular update of the Business continuity Plan (BCP)
9. In coordination with the FSO deliver security and safety related training sessions, security briefings for all IOM staff based in Abuja, IOM visitors and partners.
10. When requested, liaise and coordinate with the local security forces and other organizations on all matters related to the security of IOM Abuja.
11. Assist IOM Abuja movements and operations in assessing the security situation in operational areas, including assessing threats related to the IOM staff and assets safety

12. Monitor the duty of security guards and mode of visitor access to the office; support security guards and police armed guards in solving problems and report any issues to RMO or Logistic officer.
13. Provide diligent support to IOM sub-offices as requested, particularly in emergency operations areas and maintain a constant channel of communications
14. Monitor accommodation of international staff including initial residential assessment
15. In coordination with COM and FSO, report and coordinate safety and security matters, with SSU RFSO Dakar and when need SSU units in Manila and in HQs
16. Be on call 24 hours a day seven days a week to support Staff if required and perform other duties as assigned by COM
17. 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 & External candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Tuesday 21 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_55 Abuja. 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