



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to internal and External Candidates

Position	: <b>Senior Security Assistant</b>
Organizational Unit	: <b>Staff Security Unit (SSU)</b>
Duty Station	: <b>Lagos, Nigeria</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2019/15</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>25 April 2019</b>

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:**

In light of the emerging crisis, the scale of IOM's response in Nigeria is growing exponentially. It is therefore crucial to recruit a Senior Security Assistant whose role will be to assist in the implementation of IOM safety and security policies and guidelines, programs and measures. Under the direct supervision of the Head of Sub-Office in Lagos, the technical supervision of the IOM Staff Security Unit (SSU) Field Security Officer (FSO) NE Nigeria, and in close collaboration with program managers and unit focal points in IOM Lagos, the successful candidate will assist on all management matters related to staff and property in IOM Lagos.

### **Core Functions / Responsibilities:**

1. Under the guidance of IOM Lagos Head of sub-Office and the IOM FSO, assist in all tactical, operational and strategic security matters that impact IOM's staff safety and security and IOM's operations in Lagos.
2. Support the implementation of Sub-office's specific safety and security plans, by remaining conversant with various procedures and policies of United Nations Department for Safety and Security (UNDSS) and SSU and advising the Head of Sub-office, OIC, unit's Focal points on safety and security issues in the assigned fields of responsibility.
3. 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.
4. Undertake all radio technician responsibilities, designs and updates Call Sign lists, train staff/contracted guards on VHF/HF radios and maintain overall operability of communications systems and issuance and maintenance of radios.
5. Collaborating with the UNDSS FSCO (Field Security Coordination Officer) in Lagos and SSU FSO, assist to conduct physical security survey of offices, carry out security protocols including Security training and tools, and ensure total compliance to UN Security Risk Management Measures for premises, vehicles, movements and staff residences.

6. Take an active role in the development and implementation of evacuation/emergency security plans in coordination with the SSU team and UNDSS, taking part to all security activities at UN level including regular attendance to the UNSMS Security Cell.
7. 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 reliable contact and networking are maintained with local Security Forces for proper collaboration in all lawful matters involving IOM staff.
8. Maintain an orderly filing system for all security information files related to staff and premises, while Monitoring, supporting and complying with standard operating the Warden system and fire/evacuation plans for the IOM office.
9. Support in investigations and reports, security breaches/incidents within the unit's mandates to the HoSO and FSO, while ensuring strict confidentiality.
10. Monitor the contracted security guards and mobile police and ensures that posts are manned at all times through the guard field supervisor.
11. Control and track SSU assets and, where necessary the issuance and return of those assets. Ensure there is proper maintenance of SSU assets.
12. Performs other duties as assigned.

### ***Required Qualifications and Experience***

- University Degree in Security or related studies, supplemented by courses/diploma in security training and or certified graduation from military/police academy with at least 6 years of relevant professional experience.
- At least 6 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 Native Language;

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and 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 2*

- 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.

**Managerial Competencies** – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

***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 **Thursday, 25<sup>th</sup> April 2019**

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 **SVN2019/15 Lagos. Senior Security Assistant G6.**

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 11.04.2019 to 25.04.2019