



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Local Security Assistant (LSA)</b>
Organizational Unit	: <b>Staff Security Unit (SSU)</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>G5</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2019/87</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>July 16, 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 Local 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 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 direct supervision of FSO for Maiduguri, assist in the development and implementation of security plans and activities 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. Ensure that security administration activities (travel clearances, UNDSS trip profiles, staff lists, staff compliancy status etc.) are properly maintained and archived for future access when required.
4. Undertake all radio technician responsibilities, designs and updates Call Sign lists, train contracted guards on VHF radios and maintain overall operability of communications systems and issuance and maintenance of radios.
5. 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. Gather, verify and share security information related to IOM operation, staff and assets with security staff unit or as instructed by FSO.

6. Maintain good relationship / liaison and coordination with UNDSS and other local security stakeholders at the appropriate level.
7. Monitor the contracted security guards and ensures that posts are manned at all times through the guard field supervisor.
8. Control and track SSU assets and, where necessary the issuance and return of those assets. Ensure there is proper maintenance of SSU assets.
9. Performs other duties as assigned.

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

- University degree in social science, law enforcement or certified graduation from military/police academy.
- At least 2 years' relevant experience with UN agencies/ UNDSS or other international organization in the field of security or information analysis.
- Police/ Military Experience is an advantage.
- Good political and social knowledge of the country in general and NE in specific.
- 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.
- Knowledge of the UN radio system and the use of its related security equipment.

### **Languages**

Excellent command in spoken & written **English**; Fluency in Hausa and/or Kanuri 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 **Tuesday 16<sup>th</sup> July 2019**.

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 SVN2019.87 Maiduguri. Local Security Assistant (LSA)**.

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 03.07.2019 to 16.07.2019