

VACANCY NOTICE



International Organization for Migration (IOM)
The UN Migration Agency

The International Organization for Migration is seeking qualified Turkish Nationals and non-Turkish nationals holding a valid residence permit for the following position based in Gaziantep, Turkey.

Vacancy Notice Number:	VN#TR/2018/36
Position Title:	SSAFE Assistant
Classification:	6 months Special Short Term Graded Contract –with possible extension (G6)
Duty Station:	Gaziantep - Turkey
Deadline of Applications:	17 April 2018
Number of People to be Hired:	1

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 and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

General Functions:

Under the overall supervision of the Head of Sub Office and direct supervision of the of the Field Security Officer - SSAFE Trainer in Gaziantep, Turkey, within delegated authority, the incumbent will serve as Security Training Assistant to train the United Nations personnel and INGOs in ESEM region.

Major Duties and Responsibilities:

1. Provide specialized assistance to the security training team in coordination and implementation of daily assigned tasks.
2. Assists the Training coordinator in identifying and addressing the security training gaps at the mission and security section level.
3. Participate in delivering of modules, lessons and courses as appropriate.
4. Participate in reviewing and preparing lesson plans including training in response to emergency crisis situations.
5. Use and facilitate use of current training material modules and practical applications.
6. Organize all venues, logistics and administrative requirements for the training and learning activities, including coordinating and liaison with the local security authorities.
7. Encourage and coordinate participation of all Agencies, Funds, Programmes and Organizations (AFPOs) of the UN system as appropriate and review certification procedures to verify that the appropriate standards for course completion are met.
8. Prepares draft security training reports for all learning programmes, in accordance with established procedures, including appropriate recommendations.
9. Provide information, technical guidance and support on matters relating to security learning affecting UN personnel mission wide.
10. Assists and acts as resource person and participates as a facilitator for security training conducted by Agencies, Funds, Programmes and Organizations of the United Nations Security Management System (UNSMS).
11. Assist on planning, coordination and delivering of UNDSS standardized programmes of instructions in a mission's stand-alone team.
12. Participate in learning needs assessments and identifies areas for change or modification as required.
13. Perform such other duties as may be required.

Required Qualifications and Experience:

Education:

- University degree in International Relations, Nursing, Law Enforcement, or Security Risk Management or a related field from an accredited academic institution, with four years of relevant professional experience; or
- Completed High school degree from an accredited academic institution, with six years of relevant professional experience;
- Experience in the field of training and development within a humanitarian organization is a distinctive advantage;
- Adult learning qualifications highly desirable (SSAFE ToT);
- A first aid training course qualification, or associated paramedic level training is an asset

Experience:

- Experience in humanitarian programmes and capacity-building activities;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Familiarity with financial and business administration;
- Sound and proven understanding of internal and international relations issues, both globally and sub-region specific;
- Knowledge of the region is an advantage;
- Knowledge in the field of UN Security Management policy, field security procedures and techniques;
- Proven ability to produce reports and papers on security issues;
- Understanding of the UN Security Management System, the DSS training strategy and a proven ability as assistant trainer.

Languages:

- Fluency in **English** and **Turkish** is required.

Required Competencies

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with clients 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.

Other:

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

Please be advised that this is a local position and as such only applications from candidates with a valid residence / working permit residing in Turkey will be considered.

How to Apply:

Interested candidates are requested to submit their application, including the most recent CV with a cover letter in English with contact details (name, position, phone and e-mail details) of three references by indicating name of the position applied with its VN number in the subject line of the e-mail to iomtrjobs@iom.int or to IOM Birlik Mahallesi Sehit Kurbanı Akboga Sokak No:24 Cankaya, Ankara by the end of **17 April 2018**.

Please note that only shortlisted candidates will be contacted.