



IOM International Organization for Migration

## CALL FOR CVS

### Open to External Candidates

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Organizational Unit	: <b>European Union Election Observation Mission (EU EOM)</b>
Duty Station	: <b>Abuja</b>
Type of Appointment	: <b>Short-term (2-3 months)</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>30<sup>th</sup> December 2018</b>

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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, acting as implementing partner for the European Commission, is seeking to recruit a number of local staff for support functions assigned to the European Union Election Observation Mission (EU EOM) in Nigeria. All positions are short term assignments (2 to 3 months) based in Abuja (or in the field) and offer successful applicants the opportunity to gain valuable experience of working for an International Organization. All candidates, should be non-partisan and willing and flexible to work in an environment with an intensive workload, have excellent command of English, good analytical and drafting skills and be familiar with MS Windows, Excel and Outlook. Candidates must be willing to work flexible hours and be able to perform under tight deadlines. Female candidates are encouraged to apply.**

### ***POSITIONS AND RESPONSIBILITIES.***

#### **VNE-1 DEPUTY CHIEF OBSERVER ASSISTANT (1 POSITION)**

Under the overall supervision of the Deputy Chief Observer (DCO) of the EU EOM, the **DCO Assistant** will ensure the effective and efficient functioning of the office and work in close collaboration with internal partners/agencies to ensure efficient flow of information and actions on instructions. Essential functions include

- arrangement of appointments and meetings,
- contacting and liaising with high ranking representatives and officials,
- acting as interpreter and/or taking minutes as and when required,
- follow up of deadlines and commitments made, preparation of informal translations and
- any other duties assigned by the DCO.

Desirable qualifications include a degree or appropriate higher education qualification and at least 4 years of experience (preferably in International NGOs or International Organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-2 ELECTION ANALYST ASSISTANT (1 POSITION)**

Under the overall supervision of the Electoral Analyst, the **Election Analyst Assistant** will perform the following tasks:

- Translate and analyse the election legislation and documents,
- arrange meetings with high ranking officials,
- interpret and take minutes of meetings, gather and analyse information,
- assist in the preparation of reports, and
- any other duties assigned by the Election Analyst.

Desirable Qualifications include: Degree in Election Law, Administrative Law, Election laws, regulations and procedures, voter registration and voter education or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs), experience in the interpretation and application of Nigerian Election Laws. Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-3 LEGAL ANALYST ASSISTANT (1 POSITION)**

Under the overall supervision of the Legal Analyst, the **Legal Analyst Assistant** will perform the following tasks:

- Translate and analyse the election legislation and documents,
- arrange meetings with high ranking officials,
- interpret and take minutes of meetings, gather and analyse information,
- assist in the preparation of reports, and
- any other duties assigned by the Legal Analyst.

Desirable Qualifications include: Degree in Political Science, Human Rights laws, regulations and procedures, or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-4 POLITICAL ANALYST ASSISTANT (1 POSITION)**

Under the overall supervision of the Political Analyst of the EU EOM, the **Political Analyst Assistant** will provide

- technical and administrative assistance in the analysis of the political situation taking into consideration the country's history, the most recent political development, the existing legal framework, other legal documents relevant to the election process.
- arrange meetings with high ranking officials, with political parties, candidates, civil society and any other party as requested by the Political Analyst;
- interpret and take minutes of meetings.

Desirable Qualifications include: Degree in Law, Political Science or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE -5 HUMAN RIGHTS & CAMPAIGN FINANCE ANALYST ASSISTANT (1 POSITION)**

Under the overall supervision of the Human Rights & Campaign Finance Analyst of the EU EOM, the **Human Rights & Campaign Finance Analyst Assistant** will provide

- technical and administrative assistance in the framework analysis regarding the regulation in Nigeria of political finances in general and of campaign finances in particular,

- assess the situation regarding political party and candidates' campaign financing in line with international standards.
- arrange meetings with high ranking officials, with political parties, candidates, civil society, members of the judiciary, lawmakers and administration and any other party;
- interpret and take minutes of meetings.

Desirable Qualifications include: Degree in Law, Human Rights, Political Science or related field. Relevant professional experience of at least 3 years (preferably with International Organizations or NGOs in the related field). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

#### **VNE-6 MEDIA ANALYST ASSISTANT (1 POSITION)**

Under the supervision of the Media Analyst, the **Media Analyst Assistant** will provide

- technical and administrative support to the Media Analyst such as providing the Media Analyst with information on the campaign and the media,
- monitoring the political content of media.
- assist in the preparation of a written report on the media for the Final Report.
- any other tasks as may be required

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Fluency in any other local language would be an asset.

#### **VNE-7 PRESS & OUTREACH OFFICER ASSISTANT (1 POSITION)**

Under the supervision of the Press & Outreach Officer, the **Press & Outreach Officer Assistant** will provide technical and administrative support to the Press & Outreach Officer. This will involve

- assisting with press relations, establish and maintain contact with the local and international media,
- provide a basic daily media digest of political and election related items for the EU EOM.
- assist in the preparation of a written report on the media for the Final Report.
- any other tasks as may be required by the Press & Outreach Officer.

Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential. Fluency in any other local language would be an asset.

#### **VNE-8 (DEPUTY) OBSERVER COORDINATOR ASSISTANT (2 POSITIONS)**

Under the supervision of the (Deputy) Observer Coordinator, the (Deputy) **Observer Coordinator Assistant** will support the (Deputy) Observer Coordinator in managing the observers. Candidates for the post of (Deputy) Observer Coordinator Assistant should have good sense of organisation and strong logistic skills. Candidates should be self-starters, able to work in a team as well as take responsibility for a range of tasks under the supervision of the Coordinators.

Candidates should be ready to work under time pressure within very flexible working hour's scheme. Desirable Qualifications include: Degree in Administration or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communications skills are essential. Proficiency in word processing and other Microsoft software required.

### **VNE-9 DATA ANALYST ASSISTANT (1 POSITION)**

Under the supervision of the Data Analyst, the **Data Analyst Assistant** will support the Data Analyst in

- designing analytical tools for the treatment of key election findings based on observation data collected by observers.

Candidates should be ready to work under time pressure within very flexible working hour's scheme. Desirable Qualifications include: Degree in Mathematics, Statistics or related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent understanding of statistical software programs and English communications skills are essential. Proficiency in word processing and other Microsoft software required.

### **VNE-10 MEDIA MONITOR (8 POSITIONS)**

Under the direct supervision of the Media Analyst, the **Media Monitor** will assist with the following tasks;

- Monitor a sample of local media using the methodology provided by the Media Analyst.
- Analyse daily a sample of local Media (TV, radio, newspaper) including social media using the methodology provided by the Media Analyst to measure time and assess tone devoted to political parties and candidates.
- Daily data entry of the findings.
- other tasks as may be required.

Candidates should have previous media/press officer and website design experience. Desirable qualifications include: Degree in Journalism, Communication, Public Relations or other related field, relevant professional experience of at least 3 years (preferably with International Organizations or NGOs). Excellent English communication skills and the ability to work in a team are essential.

### **VNE-11 PROJECT MANAGER ASSISTANT (1 POSITION)**

Under the overall supervision of the Project Manager, the **Project Manager Assistant** will ensure the effective and efficient functioning of the office and work in close collaboration with internal partners/agencies to ensure efficient flow of information and actions on instructions. Essential functions include the

- arrangement of appointments and meetings, contacting and liaising with high ranking representatives and officials,
- acting as interpreter and/or taking minutes as and when required,
- follow up of deadlines and commitments made,
- preparation of informal translations and any other duties assigned by the Project Manager.

Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

### **VNE-12 OPERATIONS EXPERT ASSISTANT (1 POSITION)**

Under the overall supervision of the Operations Expert, the **Operations Expert Assistant** will perform operations and administrative activities relative to the operational aspects of the project such as

- transport of personnel and cargo by land and air (car fleet supervision, flight booking and shuttle service),
- logistics and procurements (supervision of diverse kits and briefing packs assembling) etc.

- complete paperwork and documentation of procurement actions (issue Purchase requests, compile bid analyses, obtain quotations from vendors;
- any other tasks as may be assigned.

Desirable qualifications include a degree or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International Organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

### **VNE - 13 (DEPUTY) SECURITY EXPERT ASSISTANT (2 POSITIONS)**

Under the overall supervision of the (Deputy) Security Expert, the (Deputy) **Security Expert Assistant** will support the (Deputy) Security Expert in his responsibility to establish appropriate safety and security arrangements for the mission and its mission members, and in providing instructions and guidance on the safety of EU observers. The assistant will support in establishing and maintaining working relations with relevant security personnel operating in the host country, such as security officers at the EU Delegation and Member States representations in the host country and the region, United Nations Security Officers, in particular UNDSS, and other diplomatic missions. Under the guidance of the Security Expert or Deputy Expert, the Security Expert (Deputy) Assistant will

- assist in analysing the risk, security procedures and evacuations/relocation modi operandi
- assist in the Movement Planning Process (MOPP)
- Other tasks as directed by the Security Expert and/or Deputy.

Desirable qualifications include: Military / Police background or any related field and three years of working knowledge with International NGOs. Candidates should demonstrate experience and interest in information gathering, risk analysis, advising procedures, contacts with the Security authorities and report writing. The Security Expert Assistant should therefore have good analytical and drafting skills. The candidate should have the ability to work long hours and have good security knowledge of the country. Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-14 FINANCE & CONTRACTS EXPERT ASSISTANT (1 POSITION)**

Under the overall supervision of Finance & Contracts Expert, the **Finance & Contracts Expert Assistant** will perform the following tasks:

- Facilitate the administration arrangements for the mission in close collaboration with the Finance & Contracts Expert;
- Assist in the recruitment of local staff and prepare contracts/payroll according to IOM and EC regulations;
- Issue goods receipt of purchased items, invoice verification and ensure proper archiving of financial or invoice related documentation.
- assist in planning and organization of the deployment of the international staff and related disbursement of cash advances.
- participate in staff briefings, debriefings and team meetings as required
- perform general accounting in IOM's PRISM system, (**optional**) and
- perform any other duties that may be required.

Desirable qualifications include a degree in Business Administration or related field. The candidate must have at least 3 years professional experience performing similar functions in an International Organization or NGO. The candidate must be willing to work flexible working hours and under tight deadlines. Excellent English communications skills are essential. Fluency in any other local language would be an asset. Proficiency in word processing and other Microsoft software required

### **VNE-15 IT EXPERT ASSISTANT (1 POSITION)**

Under the overall supervision of the IT Expert, the **IT Expert Assistant** will be responsible for assisting the IT Expert to:

- install, configure the LAN equipment and software to full operational capacity;
- prepare and implement all the necessary hardware/software configurations for full operation as a top-level LAN including workstations, file servers etc.;
- provide day to day administration, operation and maintenance of the office network, servers, as well as computers, including hardware and software;
- perform other functions/tasks when required.

Desirable qualifications include an IT degree or appropriate higher education qualification and relevant experience of at least 3 years (preferably in International NGOs or International Organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-16 SECURITY OPERATIONS ROOM ASSISTANT (5 POSITIONS)**

Under the overall supervision of the Security Expert, the **Security Operations Room Assistant** will monitor the current situation in a number of different location in the country and movements of vehicles on a 24h/7day basis (8 hours shift). The tasks will include:

- Ensuring awareness of the status of observers and other staff by:
  - Receiving and transmitting relevant information between Security Operations and Observers/personnel;
  - Monitoring the satellite-based vehicle tracking system;
- Monitoring various open media sources; e.g. TV, Radio, social media, to enhance awareness of the security environment
- Assist in mapping security incident data
- Assist in the development of daily and weekly security situation reports
- Other tasks as directed by the Security Expert

The Assistant will be required to ensure excellent coordination with the Security Expert and other security personnel regarding the timely transmission of all relevant information. Candidates require very good skills in the operation of computers and standard applications; radio operation skills and knowledge of call signs used by the UN would be an asset. Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-17 MISSION STAND-BY DOCTOR (1 POSITION)**

Under the overall supervision of the Project Manager, the **Mission Stand-by Doctor** will: advice observers on the threats of any diseases in the country and how to keep themselves safe from them; give formal presentations to the observers during briefing sessions upon arrival in the country; be available to provide medical assistance and referral in case of need; assist the observers on the use of the items contained in the medical emergency kit; instruct them on what they need to do in case of emergency.

Candidate for this position should have a medical degree from a recognized institute in Nigeria and have relevant working experience of at least 4 years. Writing of Medical note upon request and must be available upon request 24/7. Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-18 RECEPTIONIST / SECRETARY (1 POSITION)**

Under the overall supervision of the Project Manager, the **Receptionist / Secretary** will maintain and implement protocol procedures. She/he

- prepares high quality briefing materials for supervisors' appointments, meetings, and missions.
- prepare informal translations and manage core team missions and representation schedule is requested.
- draft correspondence, directives, and making follow up when required.
- screen all incoming calls and correspondence,
- present proposals to eliminate communication bottlenecks in the office and streamline office procedures between the core team office and the subordinate units.
- maintain rosters of high level partners and telephone lists, coordinate the information flow in the office,
- follow-up on circulation files.
- other duties as assigned.

Desirable qualifications include a degree in Business Management or related field, relevant professional experience of at least 2 years (preferably with International Organizations or NGOs). Excellent English communications skills are essential. Fluency in any other local language would be an asset.

### **VNE-19 DATA ENTRY CLERK (6 POSITIONS - 8 WORKING DAYS)**

Under the overall supervision of the Data Analyst, the **Data Entry Clerk** will support the Data Analyst in processing election observation forms received from observers on Election Day, in support of the design of analytical tools for the treatment of key election findings. Candidates should be ready to work under time pressure within very flexible working hour's scheme.

Candidates should have a good understanding of statistical software and have experience in data entry processing (candidates will be tested for their understanding of data entry processing). Excellent English communications skills are essential. Proficiency in word processing and other Microsoft software required. The 8 working days will be centre around Election Day.

### **VNE – 20 LIAISON OFFICER ASSISTANTS (4 POSITIONS)**

Under the overall supervision of the Liaison Officer, the **Liaison Officer Assistant** will support the Liaison Officer in conducting its field activities under the guidance and instructions set by the Operations Expert and Security Expert, such as

- Security planning,
- Residential Security Assessments/Surveys.
- establishing contacts with local authorities at capital level and in all regional capitals; coordinate with national authorities (police, army, civil society, MPs, district level, mayors of communes, or others),
- closely monitor security/safety risks associated with observer deployment at the local level;
- arrange for operational support at field level.
- Other duties as assigned.

Candidates will be deployed in different parts of the country. Desirable qualifications include, experience from military, police, corporate security or appropriate higher education qualification and relevant experience of 3 years (preferably in International NGOs or International Organizations). Excellent English communications skills are essential. Fluency in any other local language would be an asset. Proficiency in word processing and other Microsoft software required.

## **Languages**

Fluency in **English** and Native Language;

## **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.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

### **How to apply:**

Interested candidates are invited to submit their applications via email to **recruitment@eueomnigeria2019.eu** indicating position applied on subject line by **Sunday, 30<sup>th</sup> December 2018**

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 of the **POSITION NUMBER & TITLE** you are applying.

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 21.12.2018 to 30.12.2018