



IOM International Organization for Migration

CALL FOR CVS

Position	: Consultant (On-call Trainer)
Organizational Unit	: Canadian Orientation Abroad (COA)
Duty Station	: Lagos
IOM Classification	: Consultant
Type of Appointment	: Contract Basis (Renewable)
CFCV No.	: CFCV2018/03
Estimated Start Date	: As soon as possible
Closing Date	: 26th, January 2018

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.

Context:

Under the administrative supervision of the IOM Lagos (Nigeria) office and the joint directives of Geneva-based COA Global Program Manager and COA Lagos team, the incumbent /on-call consultant will be responsible for the following functions

Core Functions / Responsibilities:

The Facilitator will be responsible for the following:

1. Delivery of COA training Group Orientation in a professional manner.
2. Conduct 1 to 2 hours of My Action Plan (MAP) one-on-one sessions with each participant which will require careful scheduling, use of the Database Management System (DBMS), and referral to the Focal Point Partner network (FPP).
3. Be at work early in order to coordinate with COA Lagos team.
4. Ensure that all is ready for each session and tasks: laptop, projector, reference documents, training documents for distribution, cold and hot water for tea/coffee, lunch etc.
5. Create an open and friendly atmosphere in the training/delivery room; one where participants can ask questions and get accurate answers while maintaining the prescribed order of presentation and content.
6. Receive Canadian visitors and dignitaries (IRCC immigration managers and officers) in the COA training/delivery room, as well as IOM staff from Nigeria and elsewhere.
7. Research and update content as may be required and in coordination with the COA Lagos team.
8. Attend on-going training webinars and meet new Standard Operation Procedures for the, Planning for Canada program.
9. Attend COA meetings and workshops, whenever required.
10. Keep abreast of all information about Canada and immigration to Canada through websites and in collaboration with the Geneva-based COA Program Manager and COA Lagos team.
11. Perform other administrative and operational functions as may be required

Required Qualifications and Experience

- University degree in Education, Sociology, Business Administration or other related majors
- 3 years' experience preferably in the field of pre-departure orientation training, administration, and project management.
- Strong expertise and experience in participatory qualitative and quantitative research methods
- Excellent analytical, interpersonal and communication skills
- Fluency in English and the relevant local language, as appropriate
- Knowledge of socio-political issues affecting Nigeria, including migration issues

Languages

Fluency in **English**. Knowledge of French is advantageous.

Required Competencies

Behavioural

- Good interpersonal and communication skills
- Knowledge of statistical methods and migration data sources at the regional and international level is required
- Personal commitment, efficiency and drive for results
- Ability to draft text clearly and concisely
- Ability to effectively handle multiple tasks under time constraint
- Ability to work in English and French Languages

Other

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.

Women/ Men with the above qualifications are encouraged to apply

How to apply:

Interested candidates are invited to submit applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Friday 26th, January, 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 **CFCV2018/03 Lagos. Consultant (COA/On-call Trainer/Facilitator)**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Posting period:

From 18.01.2018 to 26.01.2018