



IOM International Organization for Migration

CALL FOR CVS

Open to Internal & External Candidates Only

Position : **Project Assistant (CCCM Mobile Team Member)**
Organizational Unit : **Camp Coordination and Camp Management (CCCM)**
Duty Station : **Yola (Madagali)**
Type of Appointment : **Special Short Term Hourly Contract (Renewable)**
CFCV No. : **CFCV2018/112**
Estimated Start Date : **As soon as possible**
Closing Date : **7th November, 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.

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.

Context:

Under the overall supervision of Head of Sub office and under the direct supervision of the CCCM Project Assistant, the successful candidate will be accountable and responsible for collecting data as part of the CCCM. S/he will work in close collaboration with the partners on the field in the areas (s) s/he has been assigned to

Core Functions / Responsibilities:

1. Support SEMA/NEMA in site management activities.
2. Discharge camp management functions in sites where SEMA/NEMA are absent.
3. Support in providing on the job training to SEMA/NEMA officials in camp management.
4. Establish and maintain, in close collaboration with the authorities, effective intra-site coordination mechanisms among service providers and partners.
5. Ensure clarification of roles and responsibilities amongst stakeholders in the site, for maintenance of site infrastructures with a focus on sustainability and community/local government ownership. Lead in identifying site maintenance gaps.
6. Support the development of effective and accessible referral mechanisms in relevant technical sectors in close collaboration with relevant stakeholders.
7. Set up and maintain a site information management system and monitor service provision including cross-cutting services such as prevention and response to sexual and gender-based violence (SGBV), health, psychosocial support, child protection and HIV among others in all sectors of the site according to agreed upon guidelines, standards and indicators.
8. Ensure an effective complaints and feedback mechanism that is accessible to all displaced populations.
9. Ensure the mobilization and participation of the site and host populations in the site governance system with particular emphasis on meaningful inclusion of women, children, elderly and persons with specific needs into decision-making processes.
10. Promote women and youth participation in site management activities through formation of empowerment groups.
11. Collect accurate CCCM multi sector data on a weekly basis.
12. Perform any other duties assigned.

Required Qualifications and Experience

- Certificate / Diploma / Degree in related field;
- Previous experience in similar capacity; preferably within the international humanitarian field
- Basic computer literacy and knowledge of Kobo / ODK is an added advantage

Languages

Fluency in **English** and Native Language; Fluency in all languages advantageous;

Required Competencies

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

- 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.

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 **Wednesday 7th November 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 **CFCV2018.112 Yola (Madagali). Project Assistant (CCCM Mobile Team Member)**

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 5.11.2018 to 07.11.2018