



IOM International Organization for Migration

CALL FOR CVS

Open to Internal and External Candidates

Position : **PROJECT CLERK (WASH/Hygiene Promoter)**
Organizational Unit : **WASH**
Duty Station : **Maiduguri, Konduga, Dikwa, & Bama**
IOM Classification : **Hourly Tier Scale (NGN 1,500 per hour)**
Type of Appointment : **Special Short Term Hourly Contract**
SVN No. : **CFCV2018/99**
Estimated Start Date : **As soon as possible**
Closing Date : **14th October 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:

Working under the overall supervision of the WASH Program Manager and the direct supervision of the WASH Project Assistant the incumbent will be responsible for carrying out WASH project functions in accordance with IOM's regulations, rules and procedures. In particular, s/he will:

1. Manage, supervise and coordinate community volunteers – e.g. WASHCOMs and WASH maintenance teams in IOM WASH Unit operating camps or camp like settings or host communities.
2. Responsible for coordinating hygiene promotion activities, collecting and analyzing data coming from community volunteers. Serves as links between these committees, LGA counterparts (like NEMA/SEMA, Water board) and community volunteers.
3. Support and mentor WASH Committees, WASH and Site maintenance team in planning and carrying out hygiene promotion on improving IDPs and communities' risky WASH related behaviors, ensure appropriate use and maintenance of WASH facilities
4. Support and mentor WASH Committees and WASH maintenance team in planning and carrying out cholera preparedness and response initiatives in the camps and cholera hotspots
5. Hold regular meetings with WASH Committees and WASH maintenance team to discuss identified key risk practices and support the team of WASH Committees to plan and carry out appropriate community mobilisation activities to promote safe practices
6. Lead the implementation of the following activities:
 - a. House to house visits, community meetings, and conduct focus group discussions/sessions on hygiene promotion and cholera preparedness and response

- b. Behaviour change campaigns in the communities, camps, health facilities and schools
 - c. Conduct regular community-wide environmental cleaning campaign and promoting safe waste disposal mechanism to eliminate risks of vectors; and maintaining the hygienic conditions of water points by eliminating contamination sources
 - d. Discussion and activities on safe water storage and treatment
 - e. Hand washing campaign
 - f. Menstrual hygiene management promotion
 - g. Use of hygiene promotion information, educational materials (IECs)
 - h. Latrines monitoring and mobilize users on cleaning and maintenance
7. Support IOM in the gathering of baseline data, profile of beneficiaries, and WASH needs of the affected community. Information collected must be reliable/trustworthy and accurate.
 8. Synergize and act as link between IOM's WASH, Shelter, DTM, PSS and the affected population at camp/community level.
 9. Assess the needs and resources of IDPs in terms of basic WASH needs with participation.
 10. Notify challenges and changes during project implementation ahead of time.
 11. Submit daily, weekly and monthly reports on time using standard format.

Any other task not listed above when requested by the supervisors.

Required Qualifications and Experience

- **Education:** Minimum of 2 years University diploma or 1 year university degree in the relevant Education & Training
- **Experience** in humanitarian field, NGO, INGO is mandatory
 Demonstrated ability to maintain integrity in performing responsibility assigned
 Proactive; independent worker; A great team player; Fast Learner; IT Literate: Interpersonal skill; Communication and negotiation skills; Administrative & Time Management skills; Proficiency in Microsoft applications; Must have strong analytical, planning and people management skills; Ability to prepare clear and concise report
 Trusted by the community, with certain maturity in making decisions, widely accepted, respected
 Possess good leadership skills and ability to explain instructions clearly to WASH Committees and Site maintenance team
 Ability to motivate and manage teams of WASH Committees and Site maintenance team in collaboration with WASH staff
 Not biased towards men, accept the role of women in decision making on key issues and respect gender sensitivities in the community
 Have some prior knowledge of health, hygiene and community mobilisation. Willing and open to learn about hygiene promotion and community mobilisation work.
 Have enthusiasm characterised by being motivated to support IOM and communities in voluntary commitment

Languages

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

Required Competencies

The incumbent is expected to demonstrate the following competencies:

Value:

Inclusion & respect for diversity

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.

- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

Integrity & transparency

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

Professionalism

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Core competencies:

Teamwork

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed

Delivering results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and sharing knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

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 **Sunday, 14th October 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 **CFCV2018/99 Maiduguri/ Konduga /Dikwa/ Bama. PROJECT CLERK (WASH/Hygiene Promoter)**

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 08.10.2018 to 14.10.2018