



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to both Internal & External Candidates

Position : **NATIONAL PROGRAMME OFFICER (MM)**  
Organizational Unit : **Migration Management**  
Duty Station : **Abuja**  
IOM Classification : **NOB**  
Type of Appointment : **Contract Basis (Renewable)**  
SVN No. : **SVN2018\_01**  
Estimated Start Date : **As soon as possible**  
Closing Date : **January 9, 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 Chief of Mission in Nigeria and the direct supervision of the Programme Manager (Migration Management) based in Lagos, and in close coordination with relevant units and the IOM Regional offices in Dakar and Brussels, the successful candidate will be responsible for planning, managing and coordinating the implementation of IOM's activities to support improved migration management and governance through development and implementation of policies and strategies and enhancing migration data management under the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration in Nigeria. S/he will also provide technical guidance and implement targeted actions aimed at strengthening the capacities of national partners on sustainable reintegration of returning migrants and protection and assistance to vulnerable groups. In particular, s/he will:

#### **Core Functions / Responsibilities:**

1. Ensure planning and management of migration policy/data and labour/diaspora components of the project as well as coordinating the implementation of activities to strengthen the capacity of government and non-governmental partners on migration governance, including reintegration programmes in the country.
2. Monitor specific aspects of project implementation, identify and propose actions to expedite the delivery of inputs. Monitor financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements.
3. Establish and maintain liaison with local and national authorities throughout the project implementation cycle, including provision of guidance and status updates in coordination with all units involved in the programme.
4. Provide technical assistance in the formulation of the overall planning for priorities and activities in the relevant area.
5. In close coordination with the Programme Manager, RMO and RO respective units, assist in monitoring, assessing and evaluation of project/programme activities particularly on administrative, budgetary and financial aspects or operational activities, and in planning new features that add value to the project's overall goals.
6. Coordinate the activities of project staff working on the component of the EUTF project on support to improved migration data and policy management as well as consultants recruited to support and/or undertake specific

activities, ensuring responsibility is appropriately delegated helping to build relevant internal capacities of the national staff.

7. Lead and supervise the migration management team in Abuja Office, provide regular guidance and support for implementation of tasks to relevant colleagues working in the implementation of projects on migration management, policy and data, migrant protection, labour migration and human development and related thematic areas.
8. Work with experts, consultants and other project participants to ensure that logistical arrangements and internal procedures for monitoring and reporting are well understood and implemented.
9. Participate in meetings, work sessions and events related to migration matters in the country. Coordinate the activities of the Technical Working Group on Migration and facilitate the creation of a Technical Working Group on Return and Reintegration in the country. Engage actively with the national stakeholders to ensure that reintegration programme in the country is sustainable.
10. In coordination with the Programme Manager, respective units in the Mission and the Regional Office, Dakar, support the development of proposals for appropriate responses to developments in the field of migration and governmental policies affecting IOM activities, as well as for new IOM actions in the country.
11. In close coordination with the Programme Manager, prepare regular, special updates and other required reports to donor covering project activities in accordance with IOM and donor's formats as required. Draft revisions, including adjusting budgets on the basis of work plans and progresses, in a timely manner.
12. Prepare inputs for briefings, statistical/narrative reports and background information as required including specific information requested by Governments, the donor and other entities including IOM Regional Offices and Headquarters.
13. In coordination with the Programme Manager, effectively manage communications on project activities with the donor agency including organizing the Project Steering Committee meetings and timely reporting on project activities.
14. In coordination with the Programme Manager, participate in donor meetings to ensure donor relations remain strong and to maintain a frequent dialogue to address any concerns.
15. Undertake duty travel relating to project activities, monitoring and assessments, liaisons with counterparts and problem solving.
16. Perform any other duties as may be assigned.

#### ***Required Qualifications and Experience***

- Seven years' experience (or five years for candidates holding Master's Degree) in related field, preferably in Project Management in areas related to migration management and governance, Migration Assistance and Return/Reintegration or related experience.
- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Preferably within the United Nations or within the international humanitarian field.

#### **Languages**

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

#### ***Required Competencies***

##### **Behavioural**

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

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

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 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 Tuesday 9<sup>th</sup> 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 **SVN2018\_01 Abuja. National Programme Officer (MM)**

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 03.01.2018 to 09.01.2018