



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **SENIOR OPERATION ASSISTANT (MM/AVRR)**
Organizational Unit : **Migration Management (AVRR)**
Duty Station : **Lagos**
IOM Classification : **G6**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2018/104**
Estimated Start Date : **As soon as possible**
Closing Date : **27th 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 candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Complementing this programme, IOM is also planning to implement additional projects that aim to protect the security, dignity and rights of returning migrants from along this important and dangerous migration route and to help improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative and complementing projects will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

Working under the overall supervision of the Programme Manager/Head of Sub-Office and the direct supervision of the Operations Officer the successful candidate will contribute to the implementation and monitoring of reintegration support provided to the returning migrants under the EUTF-IOM joint initiatives for Migrant Protection and Reintegration for Nigeria.

Core Functions / Responsibilities:

1. Organize Movement and Operations activities in Countries of Origin (CoO) and liaise with other missions, embassies and governments to coordinate provision of targeted assistance;
2. Provide overall monitoring support in the day-to-day management and functioning of Operations and Movement activities and any other related projects;
3. Participate in the development of action plans to address daily operational issues and provide inputs for timely and efficient movements planning and management;
4. Respond to internal and external emails relating to Emergency movements activities as a focal person for movement operations;
5. Write concise monthly reports on the activities of all operations and convene weekly meetings with operations staff on upcoming departures/arrival;
6. Assist in coordinating reintegration assistance (individual, collective and community) to the returning migrants in close coordination with other colleagues.
7. Supervise project assistants operations staff, provide guidance as per the movement standard, and report to Operations Officer;
8. Maintain a good work relation with all partners working on return movements;
9. In close coordination with the Senior Project Finance Assistant, monitor the project budget, financial expenditures as well as other administrative procedures in line with the work plan and notify the Operations Officer on any shortfall and over-expenditure;
10. Follow up for timely assignment of medical and operational escorts to pro-flight, make escort bookings and communicate the details to those concerned in accordance with the program requirements;
11. Perform Movement data entry activities as required by the project in MiMOSA and/or other relevant database in coordination with respective missions.
12. Conduct field visits to the beneficiaries' areas and assess developments as required.
13. Reporting and support the information exchange on all operational aspects of the projects between IOM, the programme's donors and other stakeholders
14. Ensure that monthly reports are submitted on time.
15. Carry out any other duties that may be assigned from time to time.

Required Qualifications and Experience

- University degree or equivalent in Economics, Management, Social Work, International Development, Law and other related Social Sciences
- Minimum of four years of experience for those with University Degree and above or minimum of six years with high school diploma in the field of migration including operational and field experience or related field, preferably within the International Humanitarian Field;
- Demonstrated ability to maintain confidentiality is mandatory;
- 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.
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, Outlook, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.

Languages

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

Required 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 2

- 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.

Managerial Competencies – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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, accreditation, any residency or visa requirements, and security clearances.

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 27th 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 **SVN2018.104 Lagos. Senior Operation Assistant (MM. AVRR) G6**.

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 21.11.2018 to 27.11.2018

