



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position : **PROJECT ASSISTANT (MM/CT)**  
Organizational Unit : **Migration Management** (Counter Trafficking) - (10012078)  
Duty Station : **Lagos**  
IOM Classification : **G4**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2018/116**  
Estimated Start Date : **As soon as possible**  
Closing Date : **27<sup>th</sup> 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 Project Officer (CT/AVM), Lagos, and the direct supervision of the National Programme Officer (CT/AVM), Lagos the successful candidate will contribute to the implementation of activities in the thematic area of Counter Trafficking and Assistance to Vulnerable Migrants under the Migration Management unit, addressing prevention of human trafficking and provision of direct assistance to trafficked victims, as well as the implementation of service delivery support by partners for the sustainable rehabilitation and reintegration of VoTs.

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

1. Assist with the implementation of IOM Nigeria's Counter-Trafficking and Victim Protection activities;
2. Assist with monitoring the case-management of vulnerable migrants and victims of trafficking and support;
3. Support in organizing the logistics for meetings with national stakeholders, work meetings, thematic workshops and training sessions of partner NGOs, local authorities and public institutions;
4. Assist in coordinating immediate rehabilitation and recovery support, including medical care, psychological counselling, emergency assistance, hospitalization, as well as shelter assistance for consulted persons, if needed;
5. Assist in providing material and administrative training support to relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance;
6. Update and maintain beneficiary profile and needs assessment formats and codify and store information on returnees into a database (MiMoSa) for further processing, analysis and reporting;
7. Assist the application of contextualised standard victim screening, identification, referral and reporting tools;
8. Assist in the processes of family tracing and reunification (FTR) and reintegration support to unaccompanied and separated migrant child (USMC);
9. Support the Monitoring and Evaluation aspect of the case management where necessary;
10. Assist with the timely submission of monthly monitoring reports;
11. Conduct field visits, as and when necessary;
12. Carry out any other duties that may be assigned from time to time

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

- A minimum of four years relevant experience (two years' experience for degree holders) from an accredited institution in International Relations, Economics, Political Science, Social Work, Law, Management, International Development or any other related Social Science course;
- Minimum of two years of relevant experience in the area of counter trafficking, protection of vulnerable migrants, GBV or similar area.
- Demonstrated ability to maintain confidentiality is mandatory.
- Experience in liaising with governmental authorities, other national / international institutions;
- Experience in the area of migration, refugees and reintegration of migrants and victims of trafficking;
- Ability to work under stressful working conditions such as tight timelines and managing large groups of beneficiaries;
- Strong analytical, organizational and reporting skills;
- Good communication, inter-personal and negotiation skills
- Proven ability to establish and maintain strong working relations with relevant Government and Non-Governmental counterparts, international organizations, civil societies and/or 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.

### **Languages**

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

### ***Required Competencies***

#### **Behavioural**

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 *level 1*

- 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.

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 **SVN2018.116 Lagos. Project Assistant (MM/CT) G4**.

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