



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	: National Protocol Officer
Organizational Unit	: Resource Management
Duty Station	: Abuja
IOM Classification	: NOA
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN2018/122
Estimated Start Date	: As soon as possible
Closing Date	: 17th December, 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 the Chief of Mission (CoM) and the direct supervision of the Deputy Chief of Mission (DCoM), incumbent will be coordinate and liaise with various external stakeholders as well as provide administrative support to the CoM and DCoM. S/he will;

Core Functions / Responsibilities:

Government Liaison/External Relations duties

1. Act as the appointed Mission focal point for its relations with the government authorities pursue networking and provide advice on various entities relevant to Nigeria.
2. Arrange meetings between the Chief of Mission (CoM) and other IOM officials as necessary with relevant authorities and coordinate the required correspondence.
3. Follow up on communication and issues with the Government for administrative action.
4. Coordinate with the relevant Nigerian authorities to ensure smooth embarkation of IOM assisted migrants.
5. Coordinate with relevant authorities for the use of airport facilities by IOM.
6. Obtain appointments with government officials as required by IOM Chief of Mission.
7. Provide necessary support to Regional Bodies linked to IOM.
8. In coordination with Chief of Mission, assist other units to address their protocol matters with the government.
9. Advise the Chief of Mission on changes in national legislation and administrative matters for compliance.

Administration duties

10. Obtain and facilitate accreditations as may be required for IOM officials.
11. Make applications for re-entry permit and their subsequent extension as may be required.

12. Make applications for notification of “ first arrivals” for international staff and obtain their I/D cards and all other residency related documents for international staff assigned to IOM Nigeria.
13. In close coordination with and upon request by common services, facilitate imports/ exports as maybe necessary.
14. Maintain an updated record of privileges and Immunities offered by the Nigerian Government and advise the international staff, when appropriate.
15. Create, maintain, and update documentation of international staff residency, privileges, import/export status of personal car and other commodities, and all other related documents for easy reference.
16. Obtain entry visas for IOM Nigeria staff travelling to other countries.
17. Obtain Nigeria entry visas for IOM staff from other missions travelling to Nigeria on official missions and Visa on Arrival (VOA) as needed.
18. Request and follow-up on verification of documents as per requests by re-settlement countries.
19. Any other related duties as maybe assigned by the Chief of Mission.

Required Qualifications and Experience

- University degree in Political or Social Sciences, Law and/or International Relations or a related field from an accredited academic institution with two years of relevant professional experience; or
- Master’s degree in above mentioned fields.
- Knowledge of protocol in a governmental or international organization including experience of working with the Host Government.
- Experience in, and Knowledge of accepted norms, rules and customs of international diplomatic protocol, including practices developed within the United Nations System or similar international organization.
- Knowledge of administrative procedures and practices of international organizations and the Host Government.
- Experience in applying various administrative rules and regulations in work situations.
- Demonstrated conceptual, analytical and evaluative experience in conducting independent research and analysis.
- Ability to identify issues, formulate opinions, make conclusions and recommendations.
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions.

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 *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.

Female 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 **Monday 17th December 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 **SVN2018/122 Abuja. National Protocol Officer (NOA)**

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 04.12.2018 to 17.21.2018