



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to internal and External Candidates

Position	:	Programme Assistant (IBM)
Organizational Unit	:	Immigration Border Management (IBM)
Duty Station	:	Abuja
IOM Classification	:	G5 (NGN 551,134.42 per month)
Type of Appointment	:	Special Short-Term (SST) Grade Equivalent Contract (Renewable)
SVN No.	:	SVN2018/18
Estimated Start Date	:	As soon as possible
Closing Date	:	9th May, 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 National Programme Officer (IBM) and under the direct supervision of the Senior Programme Assistant (IBM), the successful candidates' primary role will be to provide support to IOM Nigeria's IBM projects focusing on providing general support to Government of Nigeria toward improvement of Nigeria's borders and implementing new approaches to training within Nigeria Immigration Service (NIS).

Core Functions / Responsibilities:

1. Track and compile project purchase requests, purchase orders, contracts and expenditures, in liaison with IOM Nigeria Finance Unit, and prepare final drafts for monthly funding requests for the projects' activities.
2. Supporting the Project Senior Assistant/Coordinator and National Officer, and their supervisors, in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where necessary for the effective implementation of the activities of projects and participate in coordination meetings with governments, NGOs and other stakeholders where required in close coordination with the supervisor.
3. Collecting and providing necessary information and assists in preparing, organizing and implementing all aspects of the projects' activities including preparations and support to special consultancies occurring in the projects.
4. Assisting in timely implementation of projects' activities.
5. Assisting in reporting to donors and partners, in IOM and donor formats as required.
6. Coordinating extensively with IOM finance, procurement, security and other relevant support units at IOM Nigeria, including preparation of purchase requests, draft contracts, travel and security authorizations, etc.;

7. Researching, compiling and presenting information on developments on new trends and policies in the field of migration in the country for successful implementation of projects' activities.
8. Ensuring proper documentation of projects' documents and filing.
9. Assisting in the monitoring of projects' activities for the assigned component.
10. Supporting visibility and communication activities related to the projects.
11. Assisting in the organization of seminars, conferences, workshops, meetings, presentations and missions related to the projects, undertaking duty travel when necessary in support of project implementation.
12. Providing general support as requested to the full portfolio of IOM Nigeria IBM projects.
13. Providing general support to the development of new related projects based on identified needs during project implementation.
14. Performing such other duties as may be assigned.

Required Qualifications and Experience

- University degree / Certificate from an accredited academic/institution; or equivalent in Social Sciences, Business Administration, Migration Studies, International Relations and/or Law or related field with three years professional experience.
- Minimum Five years for degree holders (three years' experience) in related field; to development humanitarian project administration and management.
- Demonstrated non-specialist knowledge in the thematic areas relevant to IOM mandate areas for project implementation and development;
- Experience in liaising with governmental authorities, other national/international institutions, the UN and NGOs;
- Experience working on migration issues in a project setting will be an advantage; and,
- Direct experience in border management and innovative approaches to government training and capacity building in the migration sector will be an added advantage.

Languages

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

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

- 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 security assistance and services
- 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;

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 Internal candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Wednesday 9th May 2018**

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 **SVN2018/18 Programme Assistant (IBM), Abuja (G5)**.

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 26.04.2018 to 09.05.2018.