



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to internal and External Candidates

Position	:	Programme Assistant (IBM/ IM)
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.	:	SVN2018/19
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 the National Programme Officer (IBM), and under the direct supervision of the Senior Programme Assistant (IBM), the successful candidates' primary role will focus on the information technology and data system development and support aspects of the IBM Nigeria project portfolio, including directly supporting the work of the IBM Senior Programme Manager, the Project Officer, and the Senior Project Assistants in all aspects of their work, in particular:

Core Functions / Responsibilities:

1. Assist in enhancing and pilot testing information technology solutions in border management, biometrics, travel documents, foreigner registration, and the application of technology to delivery of skills training applications in the migration sector;
2. Participate in the Development and delivery of training for government officers in the new technologies;
3. Supporting the key project staff in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where the issues strongly intersect with information technology applications relevant to the IBM Unit's portfolio of projects;
4. Researching, compiling and presenting information from professional sources on possible best options and approaches for information technology and data management options that respond to the needs of the projects;
5. Assisting in timely implementation of project activities;
6. Contributing to donor reporting, for aspects directly relating to the information technology and data management issues;

7. Ensuring proper documentation and inventory of project's information technology assets and assisting in asset handover documentation;
8. Assisting in the monitoring of project activities, as pertains specifically to the information technology aspects;
9. Assisting in the preparation and implementation of the information technology and data management aspects of project seminars, conferences, workshops, meetings and presentations related to the project;
10. Undertaking duty travel when necessary in support of the implementation of the project;
11. Providing general support to the development of new related projects based on identified needs during project implementation, for the information technology and data management aspects; and,
12. Performing such other duties as may be assigned.

Required Qualifications and Experience

- University Degree / Certificate from an accredited academic/institution preferably in information technology or closely related field
- Minimum Five years for degree holders (three years' experience) in related field; and closely related to designing or enhancing, as well as implementing data systems related to the areas of focus of the IBM Unit's project portfolio;
- Close familiarity with SQL and other data base products, programming and applications;
- Experience in working within UN agency context, and working closely with governmental authorities;
- Experience working on migration issues in a project setting will be an advantage.
- Specific experience in one or more of the following areas of information technology as applied in the migration sector will be an added advantage and should be clearly documented in application materials: border management, biometrics, travel documents, foreigner registration, and the application of technology to delivery of skills training.

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.
- Technology – fully competent with information technology and data systems and programming related to biometric data capture, storage and retrieval, and its application for travel documents, registration of persons, and related areas.

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 **SVN2018/19 Programme Assistant (IBM/ IM), 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.