



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (DTM/Field Operations)
Organizational Unit	: Displacement Tracking Matrix (DTM)
Duty Station	: Maiduguri, Yola (Adamawa), Yola (Bauchi), Yola (Taraba) & Maiduguri (Yobe)
IOM Classification	: G4 (NGN 444,463.42 per month)
Type of Appointment	: Special Short Term (SST) Grade Equivalent Contract (Renewable)
SVN No.	: SVN2018/34
Estimated Start Date	: As soon as possible
Closing Date	: 12th June, 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:

Working Under the overall supervision of the Programme Officer (DTM) Maiduguri, and under the direct supervision of the Project Officer (DTM), the successful candidate will be accountable and responsible for the implementation, oversight and coordination of the Displacement Tracking Matrix (DTM) operational activities. S/he will coordinate, in close collaboration with the partners on the field, the data collection process and analysis in the region (s) s/he has been assigned to;

Core Functions / Responsibilities:

1. Support the programme in organizing arrangements related to the implementation of methods to collect, analyze and disseminate data on IDPs in close collaboration with the State Emergency Management Agency (SEMA), the Nigerian Red Cross Society (NRCS) and other relevant partners on the field.
2. Assist to provide support to relevant partners on data collection based on the DTM' methodology and tools.
3. Carry out all administrative arrangements on the field including payment of hourly staff, verification of bills and invoices, etc.
4. Responsible for sending the information collected on the field on a timely manner and according to the standards and requirement of the DTM program.
5. Keep abreast of all stakeholders and interagency assessments, reports and relevant material related to Internally Displaced Persons.
6. Draft narrative report regarding the implementation of activities on a weekly basis.
7. Assist in creating awareness for the IOM staff involved in DTM activities.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Minimum four years' experience (Two Years for University Degree holders) in humanitarian, political or social science or related field;
- Experience in statistical tools, reporting, liaising with government authorities advantageous; preferably within the international humanitarian field;
- Previous working experience with NGOs or international organizations is an added advantage.

- Proficiency in Microsoft Office tools is an advantage. Requires the technical skills to use design software programs mentioned above and possess a general interest and aptitude for learning new technology
- Excellent oral and written communication skills, including experience presenting to multiple audiences (e.g., technical and non-technical, government circle)
- Inter-personal skills and very sociable disposition stemming from proven experience

Languages

Fluency in **English** and Native Language; Fluency in multiple 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 programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- 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 candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line by **Tuesday 12th June 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 **SVN2018.34 Project Assistant (DTM/Field Operations)** specifying the preferred location- **Maiduguri, Yola (Adamawa), Yola (Bauchi), Yola (Taraba) or Maiduguri (Yobe).**

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 06.06.2018 to 12.06.2018