



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal & External Candidates**

Position : **Project Assistant**  
Organizational Unit : **Capacity Building**  
Duty Station : **Maiduguri**  
IOM Classification : **G5 (NGN 551,134.42 per month)**  
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**  
SVN No. : **SVN2018/37**  
Estimated Start Date : **As soon as possible**  
Closing Date : **18<sup>th</sup> 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 Senior Programme Coordinator (Emergency Response) and direct supervision of the Programme Officer (Capacity Building), the incumbent is expected to perform the following duties:

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

1. Assist the program officer in planning and implementation of various trainings and workshops on relevant topics including preparations of training design and content;
2. Facilitate trainings and workshops on various topics necessary for the capacity building of the national/state/local emergency management agency, humanitarian actors and stakeholders;
3. Document and consolidate administrative and technical documents arising from trainings, workshops, and other relevant activities;
4. Consolidate relevant existing training materials, regulations, and relevant publications necessary to enhance training content and tool;
5. Draft reports on the training implementation including analysis of the pre-and post-test and the evaluation;
6. Assist the program officer to identify and integrate best practices and lessons learned into the project implementation;
7. Liaise and maintain close coordination with relevant government institutions, non-governmental entities (NGOs), international organizations as well as other relevant actors;
8. Attend sector/SWG, inter-agency meetings as delegated by program officer
9. Assist the programme officer in assessing the progress in the achievement of planned activities as per Log Frame;
10. Carry out program's administrative and logistical tasks;
11. Identify and opportunely communicate to the supervisor major constraints, possible deviations and suggest corrective actions to address those;
12. Undertake duty travel when necessary
13. Any other duties that might be assigned.

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

- Minimum of three years of university degree (five years of high school degree) in public and business administration, social development, human resources management or other related fields;
- Experience in an international organization engage in humanitarian or development field
- Work experience in facilitation, organizing, or mentoring activities relevant to humanitarian or development field especially camp management
- Work experience in displacement issue or camp management is an advantage
- Excellent writing, communication and negotiation skills
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

#### **Accountability**

- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies
- Meets deadline, cost, and quality requirements for outputs
- Monitors own work to correct errors
- Takes responsibility for meeting commitments and for any shortcomings

#### **Client Orientation**

- Identifies the immediate and peripheral clients of own work
- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
- Keeps clients informed of developments and setbacks

#### **Continuous Learning**

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

#### **Communication**

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adjusting wording to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

#### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

#### **Languages**

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

#### ***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 **Monday 18<sup>th</sup> 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 **SVN2018.37 Maiduguri. Project Assistant.**

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 05.06.2018 to 18.06.2018