



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to both Internal & External Candidates

Position	:	<b>NATIONAL PROGRAMME OFFICER (IBM)</b>
Organizational Unit	:	<b>Immigration and Border Management</b>
Duty Station	:	<b>Abuja</b>
IOM Classification	:	<b>NOA</b>
Type of Appointment	:	<b>Special Short Term (SST) Contract (6 months, with possibility of extension)</b>
SVN No.	:	<b>SVN2018/74</b>
Estimated Start Date	:	<b>As soon as possible</b>
Closing Date	:	<b>21 October 2018</b>

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 Chief of Mission in Nigeria and the direct supervision of the Senior Programme Manager, IBM, the successful candidate will be responsible for planning, coordinating and monitoring the implementation of IBM's activities to support improved migration management and governance and enhancing migration data management. S/he will also provide technical guidance and implement targeted actions aimed at strengthening the capacities of national partners on all IBM relevant programmatic activities:

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

1. Support the Senior Programme Manager in programming and Mission consultations relevant to those aspects of the overall IBM portfolio, which may include border data system integration, travel and identity documents, biometrics, training and organizational development for government capacity building in this sector, and closely related areas.
2. Provide support to both project development and project implementation.
3. Monitor specific aspects of project implementation, identify and propose actions to expedite the delivery of inputs.
4. Monitor financial, administrative and technical aspects, in line with IOM's policies and procedures, as well as donor requirements.
5. Support the Senior Programme Manager in programmatic and financial aspects of all IOM Nigeria's IBM projects in its active portfolio, including direct responsibility for supervision of IBM Unit staff and coordination with consultants working in that portfolio.
6. Maintain close cooperation with all partners, applying quality control to all aspects of the various projects' implementation, ensuring timely and accurate donor reporting and maximum donor/partner visibility.

7. Maintain liaison with local and national authorities throughout the project implementation cycle, including provision of guidance and status updates in coordination with all units involved in the Programme.
8. Provide technical assistance in the formulation of the overall planning for priorities and activities in the relevant area.
9. Work with experts, consultants and other project participants to ensure that logistical arrangements and internal procedures for monitoring and reporting are well understood and implemented
10. Support the Senior Programme Manager to mentor and build the capacities of IOM Nigeria IBM Unit staff in the thematic area as required
11. Support the Senior Programme Manager to identify emerging issues relevant to the border management and all other aspects of IOM Nigeria's IBM thematic area, and contribute to the development of thematic policies, reports and promotional materials.
12. Support the Senior Programme Manager on further development of national programmes and projects in the area of border management and suggest synergies between the Mission's thematic areas and especially relevant to MIDAS and other related or cross cutting areas in close coordination with other units of IOM Nigeria.
13. In coordination with the Senior Programme Manager (IBM), participate in development and delivery of quality thematic training/workshops for Government of Nigeria (GoN) as required by project outcomes. Help provide responsive and professional technical support to GoN through, among other activities, provision of information resources and training, border and migration management assessments, and related activities.
14. Support the Senior Programme Manager for IBM in the country by actively participating in conferences, workshops and meetings related to the thematic area of expertise, as required by the Senior Programme Manager. Develop partnerships with other agencies, as well as with potential donors, active in Nigeria in relevant technical programming areas.
15. Make recommendations to the Senior Programme Manager on resource mobilization and utilization options for the Mission's IBM portfolio.
16. Undertake duty travel relating to project activities, monitoring and assessments, liaisons with counterparts and problem solving.
17. Perform such other duties as may be assigned

***Required Qualifications and Experience***

- University degree in from an accredited institution in elated field, preferably in Project Management, business administration, international relations and governance:
- A minimum of two years' experience for candidates holding Master's Degree in related field, preferably in Project Management, business administration, international relations and governance,
- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Preferably within the United Nations or within the international humanitarian field.

## **Languages**

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

## ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

### **Value:**

#### **Inclusion & respect for diversity**

- Shows respect and sensitivity towards gender, culture, ethnicity, religion, sexual orientation, political conviction and other differences.
- Encourages the inclusion of all team members and stakeholders while demonstrating the ability to work constructively with people with different backgrounds and orientations.
- Promotes the benefits of diversity; values diverse points of view and demonstrate this in daily work and decision making.
- Challenges prejudice, biases and intolerance in the workplace.

#### **Integrity & transparency**

- Upholds and promotes the Standards of Conduct and Unified Staff Regulations and Rules.
- Delivers on commitments; manages the organization's resources reliably and sustainably.
- Embraces and encourages transparency, balancing this with the need for discretion and confidentiality as appropriate.
- Maintains impartiality and takes prompt action in cases of unprofessional or unethical behaviour.
- Does not abuse one's position and acts without consideration of personal gain. Is motivated by professional rather than personal concerns.

#### **Professionalism**

- Demonstrates professional competence and mastery of subject matter and willingness to improve knowledge and skills.
- Seeks to raise professional standards in self and others through daily work and activities.
- Adapts quickly to change and is decisive and versatile in face of uncertainty.
- Shows self-control and persistence when faced with difficult problems, and remains calm in stressful situations.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

### **Core competencies:**

#### **Teamwork**

- Fosters a sense of team spirit by developing a shared understanding, accountability and enthusiasm for the team's work.
- Displays a high level of cultural awareness, sensitivity to different ways of working and leverages individual strengths in order to build a better team.
- Shares credit for team accomplishments and ensures that the contribution of others is recognized.
- Helps create a positive team spirit, putting aside personal considerations to help the team achieve its goals.

#### **Delivering results**

- Produces high-quality results and workable solutions that meet clients' needs.
- Anticipates constraints, identifies solutions and takes responsibility for addressing critical situations.
- Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs.
- Aligns projects with Organization's mission and objectives and demonstrates a good understanding of the impact of team's and own work on external and internal counterparts.

#### **Managing and sharing knowledge**

- Disseminates and shares knowledge openly and actively contributes to knowledge/network communities for topics relevant to area of expertise.
- Encourages knowledge-sharing across units/departments and ensures that knowledge is captured, recorded and disseminated appropriately.
- Builds networks for the effective communication and exchange of knowledge and ideas and puts others into contact with various sources of knowledge.
- Contributes to an environment that is conducive to innovation and learning.

## **Accountability**

- Proactively seeks responsibility in delivering towards the goals of the Organization.
- Plans and organizes work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated.
- Stands by the actions of team or department, publicly accepting ownership.
- Takes responsibility of own shortcomings and those of the work unit, where applicable.

## **Communication**

- Speaks and writes clearly and effectively.
- Seeks to share information with others, with due respect for diversity and the confidentiality of specific sensitive information.
- Listens and seeks to understand without bias, and responds appropriately.
- Shares information and keeps others up to date; actively seeks others' views and ideas and respects their contribution.

## **Managerial competencies:**

### **Leadership**

- Assigns responsibilities fairly and manages performance, taking account of individual strengths, workloads and interests.
- Is inclusive in decision-making and actively seeks feedback from team members and colleagues in order to identify opportunities for improvement.
- Takes sound and timely managerial decisions that are consistent with the Organization's vision and purpose.
- Establishes and maintains relationships with a broad range of stakeholders to understand needs and gain support.

### **Empowering others & building trust**

- Delegates appropriately to make the most of others' talents, clarifying expectations and allowing autonomy in important areas while providing necessary support.
- Encourages others to take responsibility for their performance; promotes ownership, responsibility and accountability for desired results at all levels.
- Creates an atmosphere of trust and confidence in which others can talk and act without fear of repercussion.
- Gives proper credit to others, shows appreciation and rewards achievement and effort.

### **Strategic thinking & vision**

- Aligns own actions to the Organization's vision, values and mandate.
- Translates strategic direction into short and medium-term plans and objectives for own team; revises objectives to reflect changes in organizational goals.
- Identifies key issues/priorities in complex situations and how they may be related to one another.
- Clearly communicates links between the Organization's strategy and the work unit's goals.

### **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 **Sunday 21<sup>st</sup> October 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 **SVN2018/74 Abuja. National Programme Officer (IBM).**

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 08.10.2018 to 21.10.2018