



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position : **SENIOR PROGRAMME ASSISTANT (DDRR)**  
Organizational Unit : **Demobilization, Disassociation, Reintegration and Reconciliation (DDRR)**  
Duty Station : **Abuja**  
IOM Classification : **G6**  
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**  
SVN No. : **SVN2018/77**  
Estimated Start Date : **As soon as possible**  
Closing Date : **03 August, 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 DDRR Programme Manager and under the direct supervision of the DDRR Programme Officer the successful candidate will contribute to the implementation of the Demobilization, Disassociation, Reintegration and Reconciliation (DDRR) Programme in Nigeria.

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

1. Provide overall support to the DDRR Programme Officer.
2. Support the Programme Officer in the following areas:
  - Tracking and coordinating the work in all programme components.
  - Collecting and providing necessary information and assists in planning, preparing, organising and implementing all aspects of the project activities, including preparations and support to special consultancies occurring in the project.
  - Assisting in timely implementation of project activities.
  - Assisting in reporting to donors and partners, in IOM and donor formats as required.
  - Assisting with in-house coordination among IOM finance, procurement, security and other relevant support units at IOM Nigeria.
  - Researching, compiling and presenting information on developments on new trends and policies in the field of DDRR for successful implementation of the programme activities.
  - Ensuring proper documentation of programme documents and filing.
  - Assisting in the monitoring and evaluation of project activities.
  - Supporting visibility and communication activities related to the project.
  - Assisting in the planning, preparation (technical and logistical) and implementation of seminars, conferences, workshops, meetings, presentations and missions related to the programme.
3. Supporting the Programme Officer 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 project and represent IOM at coordination meetings with governments, NGOs and other stakeholders where required.

4. Supporting the development of new related projects based on identified needs during project implementation.
5. Supervising Junior Assistants, and others IOM staff as required working in the IOM Nigeria DDDR portfolio.
6. Undertake duty travel when necessary.
7. Perform such other duties as may be assigned

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

- University degree from an accredited institution in Social Sciences, Business Administration, International Relations and/or Law.
- A minimum of six years of experience (three years) closely related to development or humanitarian project administration and management;
- Demonstrated knowledge (non-expert) in the technical areas relevant to IOM mandate areas for project implementation and development;
- Substantive experience in liaising with governmental authorities, other national/international institutions, the UN and NGOs;
- Experience working on reintegration and reconciliation issues
- Experience working in DDDR issues is an asset.

### **Languages**

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

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- Confidentiality - Keeps strict confidentiality when required
- 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
- 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 **Friday 03<sup>rd</sup> August 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 **SVN2018.77 Abuja. Senior Programme Assistant (DDRR)**.  
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 26.07.2018 to 03.08.2018