



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal and External Candidates

Position	: Programme Assistant (FMM)
Organizational Unit	: Support to Free Movement of Persons & Migration in West Africa (FMM)
Duty Station	: Abuja
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) Graded Contract (Renewable)
SVN No.	: SVN2018/84
Estimated Start Date	: As soon as possible
Closing Date	: 28th 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:

Under the overall supervision of the FMM Programme Manager and under the direct supervision of the Regional Migration Management Specialist, the Programme Assistant will assist in the implementation of the EU-funded project "Support to Free Movement of Persons and Migration in West Africa". The Programme Assistant will provide general programmatic and administrative support to the Project Support Unit.

Core Functions / Responsibilities:

1. Provide necessary information and assistance for the preparation and implementation of project activities;
2. Coordinate internal and external meetings/workshops/training among the different components of the project;
3. Responsible for proper documentation, review, filing, handling and archiving of individual casefiles, project documents and related documents and communication and make recommendations to improve filing and documentation;
4. Support visibility and communication activities related to the project-assist with the production of project information materials (USB Keys, CDs, Calendars, Info sheets, Folders and notepads);
5. Assist in tracking of project expenditures in liaison with the National Finance and Admin Officer and in the preparation of monthly funding requests for the project activities;
6. Assist in timely reporting on project activities according to IOM and donor formats as required;
7. Assist in the planning, preparation and implementation of seminars, conferences, workshops, meetings and missions related to the project;
8. Draft meeting, workshop and seminar reports;
9. Ensure proper documentation and filing of project documents;
10. Assist in tracking of project expenditures in liaison with the National Finance and Admin Officer and in the preparation of monthly funding requests for the project activities;
11. Support the monitoring and evaluation of non-state actors project activities and the reporting on mission

- conducted in Anglophone countries;
12. Ensure the development of proposals within the Public Information Strategy;
 13. Act as a focal point for the Action on Cross Border Trade within the Public Information Strategy in close coordination with the Non-State-Actors fund manager;
 14. Support FMM in coordinating interviews, shortlisting and other administrative functions as required;
 15. Prepare travel authorizations and arrangements in conjunction with meetings, workshops, conferences, track and prepare itinerary, prepare associated documentations, facilitate visa application for staff, visiting / travelling officials of local and international organizations, NGOs;
 16. Assist with the supervision of FMM project driver and other administrative functions;
 17. Monitor and track stock of office supplies and orders, request for replenishment when required;
 18. Prepare quarterly project procurement plan, collate procurement requests for approvals, prepare Requisitions ensuring accuracy in the specifications and timely delivery;
 19. Responsible for the verification of FMM office inventory as well as for the implementing partners and ECOWAS;
 20. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Secondary School Diploma with 5 years of experience, or Bachelor's Degree with 3 years of experience;
- Minimum four years of professional experience, preferably in the field of migration and development or related;
- Experience in supporting all aspects of project management;
- Experience in working with multi-lateral or international organizations and/or in a multi-cultural environment desirable;
- Knowledge of the Economic Community for West African States (ECOWAS) and understanding of regional issues.

Languages

Fluency in English; Fluency in French and/or Portuguese language is a requirement.

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

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, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience
- Creativity and Initiative
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate colleagues and follow through

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for their staff to develop their abilities and careers
- Provides fair, accurate, timely, and constructive staff evaluations
- Uses staff evaluations appropriately in recruitment and other relevant HR procedures
- Holds directly reporting managers accountable for providing fair, accurate, and constructive staff evaluations

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities for self and others
- Identifies priority activities and assignments for self and others
- Develops strategic vision for IOM within area of responsibility
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Professionalism
- Masters subject matter related to responsibilities
- Correctly frames migration issues within their regional, global, and political context
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work
- Establishes realistic resource requirements to meet IOM needs
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Technical

- Strong planning, coordination and logistics skills related to implementation of project activities;
- Good communication skills;
- High level of computer literacy (Word, Outlook, Excel, Power Point);
- Ability to independently carry out tasks;
- Ability to multi-task and to prioritize required;
- Ability to work effectively with government counterparts;
- Good representational skills.

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 **Tuesday 28th August 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 **SVN2018/84. Abuja. Programme Assistant (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 21.08.2018 to 28.08.2018