



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **PROJECT ASSISTANT (MM/AVM)**
Organizational Unit : **Migration Management (Assisted Voluntary Return & Reintegration)**
Duty Station : **Lagos**
IOM Classification : **G5**
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**
SVN No. : **SVN2018/86**
Estimated Start Date : **As soon as possible**
Closing Date : **11th September, 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:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Complementing this programme, IOM is also planning to implement additional projects that aim to protect the security, dignity and rights of returning migrants from along this important and dangerous migration route and to help improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative and complementing projects will aim at strengthening the technical and material capacities of the authorities and organizations involved in these areas so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants in the region, with a view to improving the governance of migration in the region.

Working under the overall supervision of the Programme Manager, Migration Management Nigeria and the direct supervision of the Project Officer (MM/AVRR), Lagos the successful candidate will contribute to the implementation of the project activities, in providing complementary support to the Government of Nigeria's effort by strengthening sustainable reintegration of Vulnerable returning migrants to Nigeria by through the provision of skills training and in-kind reintegration support.

Core Functions / Responsibilities:

1. Provide assistance to the vulnerable returning migrants including VOT's in close coordination with other Migration Management Units ;
2. Support the implementation of the Counter Trafficking and Victim Protection and direct assistance activities and deliverables, including but not limited to victim screening and identification, profiling and vulnerability assessment, providing arrival assistance, rehabilitation and reintegration, travel logistics, timely delivery, administrative matters, follow up and financial support;
3. Monitor the case management of vulnerable migrants and victims of trafficking and support, including conducting screening interviews and intake as required.
4. Develop the beneficiary profile and needs assessment formats and ensure that information on returnees is encoded and stored into a database (MiMOSA) for further processing, analysis and reporting;
5. Provide updated information on partner NGO's and the services offered/available to vulnerable groups such as rehabilitation shelter, psychosocial support, vocational skills training etc.;
6. Carry out individual counselling for victims of trafficking and provide immediate rehabilitation and recovery support, including medical care, psychological counselling, emergency assistance, hospitalization, as well as shelter assistance if needed; ;
7. Support in building a referral system for vulnerable and returning migrants to relevant governmental and non-governmental entities, international organizations for access to rehabilitation and psychosocial support services;
8. Organize capacity building events for partners, for support incorporation into the national referral mechanism and functioning of the referral mechanism in identification, referral and assistance for vulnerable migrants including victims of human trafficking and unaccompanied migrant children in line with national and international standards
9. Provide support in procurement of specific items required for standardized partner NGO shelter services in line with donor and IOM procurement guidelines;
10. Assist in monitoring and follow up including liaising with partner NGO's in the provision of psychosocial support and vocational skills training to migrants at the shelter
11. Conduct field visits to the beneficiaries' reintegration sites and assess developments thereof of grants;
12. Adherence to IOM's internal guidance, policies and principles in the identification of target groups and assistance provision
13. Ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in a database;
14. Support in preparation of monthly / annual financial reports for the mission and donor reports;
15. Support the Monitoring and Evaluation related activities of the reintegration of beneficiaries;
16. Support in reporting and exchange of information on all operational aspects of the projects between IOM, the programme's donors and other stakeholders.
17. Perform any other duties as may be assigned.

Required Qualifications and Experience

- Bachelor's degree from an accredited institution in International Relations, Economics, Management, Development Studies, Social Work, Law and other related Social Sciences.
- Minimum of three years of relevant experience for those with University Degree and above or minimum of five years with high school diploma in the field of migration management including operational and field experience or related field, preferably within the International Humanitarian Field;
- Demonstrated ability to maintain confidentiality is mandatory;
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, Outlook, PowerPoint, Publisher, and SharePoint.
- Knowledge of social development issues as well as general migration related issues in the country and the region;
- Minimum of three years of relevant experience for those with University Degree and above or minimum of five years with high school diploma in the field of migration management including operational and field experience or related field, preferably within the International Humanitarian Field;
- Demonstrated ability to maintain confidentiality is mandatory;
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, Outlook, PowerPoint, Publisher, and SharePoint.
- Knowledge of social development issues as well as general migration related issues in the country and the region;

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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

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 11th September 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 **SVN2018.86 Lagos. Project Assistant (MM. AVM) 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 29.08.2018 to 11.09.2018