



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (NFI)**
Organizational Unit : **Non-Food Item**
Duty Station : **Maiduguri**
IOM Classification : **G5**
Type of Appointment : **Special Short Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2018/95**
Estimated Start Date : **As soon as possible**
Closing Date : **30th October, 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 head of Sub Office Maiduguri and the direct supervision of the Project Officer (NFI) in Maiduguri; the successful candidate will be responsible for supporting activities in line with IOM's rules and regulations. S/he will carry out the following duties and responsibilities:

Core Functions / Responsibilities:

1. Provide technical assistance in the implementation of NFI program, including market research and quality control of NFI materials, monitoring of distributions in the IOM areas of intervention.
2. Monitor and track achievements as per the project implementation plan, work plan and operationalized linked to project documents. Assist in monitoring work of supplies and logistic arrangement in coordination with Pipeline Logistic Officer and Warehouse Keeper;
3. Carry out regular field visits to IOM project distribution sites and logistic base to monitor the quality of materials delivered to the warehouse. Suggest necessary measures for rectification and achieve standard quality of NFI projects;
4. Verify activities are performed in accordance with the specifications in the project proposal and notify in a timely manner of any change request pertinent;
5. Adhere and respect the projects work plan (project schedule) designed by NFI Program Manager. Inform of any delay or workaround required for timely completion of activities;

6. Provide necessary information and documentation for the preparation of project proposals for IOM to contact potential donors.
7. Support the identification and selection of IOM implementing partner(s), service provider/vendor (s) in coordination with other departments; Logistic, Resource Management Unit and WASH;
8. Review vendor delivery schedule and track the progress of the delivery against the agreed upon time, and purchase order. Submit updates to the supervisor;
9. Carry out technical reviews as appropriate as well as managing multiple projects' distributions.
10. Extend support to develop technical skills of field support staff;
11. Ensure use of feedback mechanism for beneficiaries through meetings, regular focus group discussions and post distribution monitoring to assess impact and quality of activities
12. Contribute to contingency planning for emergency response if required
13. Produce daily and weekly progress reports, provide accurate data analysis and related updates, and share with project manager without delay
14. Perform such other duties as required that may be assigned by the Supervisor

Required Qualifications and Experience

- Completed university degree from an accredited academic institution preferably in Disaster Management, Project Management, Civil engineering, Social Science, Sociology, Psychology or a related field from an accredited academic institution with three years of relevant professional experience.
- At least three years relevant professional experience in emergency response (natural or human made disaster)
- Experience in emergency response programming for marginalized populations, including need assessment, data collection, monitoring and review.
- Knowledge of structures and functions of national and international humanitarian agencies, donors and organizations;
- Familiarity with the Emergency Response, Disaster Management and Disaster Risk Reduction in the region an advantage.
- Experience in NFI program, particularly distribution and beneficiary training is an advantage.
- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with emergency response actors and making use of coordination structures;
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information.

Languages

English and Native Language. Fluency in all languages

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

- Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Is fully aware of the team purpose, respects and understands individual and collective responsibilities.
- Willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives.
- Coordinates own work with that of the team to meet agreed

Delivering results

- Produces quality results and provides quality services to clients.
- Meets goals and timelines for delivery of products or services.
- Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Shows understanding of own role and responsibilities in relation to expected results.

Managing and sharing knowledge

- Keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives.
- Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Puts new learning into practice and draws on diverse sources of ideas and inspiration.
- Contributes to the identification of improvements to work processes and assists in implementing them.

Accountability

- Accepts personal responsibility for quality and timeliness of work.
- Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Operates in compliance with organizational regulations and rules.
- Accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement.

Communication

- Presents information using language and sequence of ideas that is easy for recipients to understand.
- Adapts communication to the recipient's needs, asks questions to clarify, and exhibits interest in having two-way communication.
- Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
- Listens carefully and genuinely to the views and positions of others; acts on received information.

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 30th 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 **SVN2018.95 Maiduguri. Project Assistant (NFI) 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 17.10.2018 to 30.10.2018