



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **PROJECT ASSISTANT (MM/Awareness Raising)**

Organizational Unit : **Migration Management (Awareness Raising) -**

Duty Station : **Benin City**

IOM Classification : **G4**

Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**

SVN No. : **SVN2018/96**

Estimated Start Date : **As soon as possible**

Closing Date : **2nd 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:

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 Project Officer and the direct supervision of the of the Senior Project Assistant (MM/SBCC), the successful candidate will assist with the application of a robust Communication for Development (C4D) and Social Behavioural Change Communication (SBCC) approach across awareness raising, including the development of tools for C4D campaigns:

Core Functions / Responsibilities:

1. Assist in the timely implementation of awareness raising activities in Nigeria to combat TiP/SOM.
2. Provide general assistance with the creation and implementation of Communication for Development (C4D) tools and materials for all activities and communication platforms.
3. Assist the Senior Project Assistant (MM/SBCC) in devising communication channels in which latest information can be used to inform migrants, communities and returnees to bring about behavioural change in target areas.
4. Assist in organizing capacity building activities for partners.
5. Assist in maintaining liaison with youth groups, community groups, government structures, CSO's and other partners for coordination of implementation activities.
6. Support the monitoring of awareness activities where necessary.
7. Assist the Senior Project Asst. (MM/SBCC) in drafting of C4D reference materials such as briefing documents, summary literature reviews on Trafficking in Person (TiP) trends, factsheets, presentations and reports for both internal and external briefing.
8. Assist the Senior Project Asst., Awareness Raising, Lagos in providing overall support to the Migration Management Unit in the implementation of awareness raising initiatives where appropriate.
9. Undertake travel duties where necessary.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Bachelor's degree in Journalism, Behavioral Change, Social Work, Law, Communications, International Affairs, Development Studies or a related field from an accredited academic institution.
- A minimum of two years of relevant professional experience in the above specified fields or High School Diploma in the above fields with four years of relevant professional experience.
- Experience of working on humanitarian or development issues related to migration and/or human trafficking, preferably within the United Nations Common System and the International Humanitarian Field
- Experience in effectively designing and implementing social media and online campaigns for developmental issues
- Experience with designing and implementing Monitoring and Evaluation for project activities.
- Excellent writing and strong analytical skills.
- Experience of working on media and/or public awareness campaigns is essential.
- Proven experience in successfully managing and implementing a C4D project
- Strong interpersonal skills and presentation skills.
- Strong computer literacy with good knowledge of Microsoft Offices, especially Excel, PowerPoint, Word, Adobe InDesign, Illustrator, Internet Explorer etc
- Strong organizational and editorial skills;
- Ability to timely understand the Organization's structure and portfolios;
- Ability to work effectively and harmoniously in a team of colleagues of varied cultural and professional backgrounds;
- Proven ability to produce quality work accurately and concisely according to set deadlines;

- Practical experience of how to multi-task, prioritize and work independently;

Languages

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

- 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 2nd 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 **SVN2018.96 Benin. Project Assistant (MM/Awareness Raising) G4.**

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 19.09.2018 to 02.10.2018