



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (CCCM/ Community Dialogue)**
Organizational Unit : **Camp Coordination Camp Management (CCCM)**
Duty Station : **Maiduguri**
IOM Classification : **G5**
Type of Appointment : **Special Short Term (SST) Grade Equivalent Contract (Renewable)**
SVN No. : **SVN2018/98**
Estimated Start Date : **As soon as possible**
Closing Date : **18th 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:

Working under the overall supervision of the Emergency Coordinator (EC) and the direct supervision of the Project Officer- Camp and Displacement Management the incumbent will work within selected camps and camp-like settings as well as in hosting communities, informal sites and areas of return. The successful candidate will be tasked with the implementation of Communications with Communities (CwC) activities as a cross-cutting theme across all relevant IOM North East Nigeria programmes, with a special focus on Accountability to Affected Populations (AAP). The incumbent will:

Core Functions / Responsibilities:

1. Assist the Project Officer in coordinating CwC activities, integrating CwC and AAP in relevant IOM programmes.
2. Provide support by ensuring effective implementation, including the development of CwC tools and the production and dissemination of various CwC products for affected populations throughout North East Nigeria.
3. Support the Project Officer in advocating within IOM for increased communications with crisis-affected populations as part of IOM programmes in North East Nigeria.
4. Assist in training field staff in Accountability to Affected Populations (AAP), awareness raising activities, complaints and feedback mechanisms (CFM), particularly in support of Suggestion boxes, Community Based Theatre, Toll Free Lines, and Voice Recorders among other mechanisms. Also train field staff on Accountability to Affected Populations including its importance and relevance in IOM programmes and operations.
5. Assist the Project Officer in developing partnerships with external local and international agencies and organisations to strengthen the CwC programme and facilitate maximum outreach to relevant communities.
6. Assist the Project Officer in leading in adoption of innovative technologies that enhances effectiveness of IOM CwC projects.
7. Actively participate in the development of various types of IEC materials and track their dissemination.
8. Be the IOM focal point for the North East Nigeria Interagency Internally Displaced Persons (IDPs) Complaints Desks in IDP sites; this includes following up, disseminating feedback and other relevant data from affected populations to IOM project managers, sector working groups and partners.

9. Actively participate in the Community Engagement-AAP Sector working group representing IOM and provide regular input as well as timely meet the sector reporting requirements.
10. Assist in advocating within IOM for increased Accountability to Affected Populations in activities throughout its programmes in North East Nigeria.
11. Assist in monitoring and overseeing the work of, toll free line operators, CFM focal points, project contractors, including script writers, artists, graphic artists, web designers, editors and other contributors to improve and maximize quality and accuracy of CwC products produced and disseminated in affected areas.
12. Assist in providing inputs to Public Information (PI) products with regards to the CwC material, outreach and coordination when necessary.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Media Studies, Social Science or Behavioural Sciences degree or equivalent;
- Previous experience in communication with communities related work
- Previous experience in working with communities at field level is an added advantage.
- Previous experience in humanitarian work.

Languages

English and Native Language like Hausa or other North East Nigeria local 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 **Thursday 18th 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 **SVN2018.98 Maiduguri. Project Assistant (CCCM/Community Dialogue) 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 12.10.2018 to 18.10.2018

