



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (DDRR/Reconciliation/PCVE)
Organizational Unit	: DDRR
Duty Station	: Maiduguri
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN2019/01
Estimated Start Date	: As soon as possible
Closing Date	: 23rd January, 2019

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 DDRR Project Officer- Maiduguri, and under the direct supervision of the National Project Officer- Maiduguri (Reconciliation/ PCVE), the successful candidate will be responsible for the support in the implementation of the Reconciliation/ PCVE component of the DDRR Programme. In particular, s/he will;

Core Functions / Responsibilities:

1. Contribute to the implementation and monitoring of the DDRR component related to Reconciliation and Prevention and Counter Violent Extremism- PCVE in the prioritized locations (in northeast Nigeria).
2. Support the follow up and monitoring of the technical implementation of sub- grants related to reconciliation, PCVE and peacebuilding with implementing partners, verifying that IOM standards and operating modalities are met when activities are implemented and informing any deviations to the supervisor.
3. Coordinate all administrative procedures required to implement the activities related to reconciliation, PCVE and peacebuilding.
4. In coordination with the ICRS project, support the implementation of the IOM community reconciliation model.
5. Support the implementation of mappings and assessments of local and institutional resources, capacities, and mechanisms as well as systemic gaps and perceptions of reintegration and reconciliation processes.
6. Support the National Project Officer in promoting the prioritized affected communities broad based community engagement, social mobilization and cultural activities toward conflict prevention, peacebuilding and reconciliation activities.
7. Undertake duty travel relating to project activities, monitoring and assessments.
8. Provide weekly feedback to the National Project Officer.
9. Perform any other duties as may be assigned.

Required Qualifications and Experience

- University degree in from an accredited institution in International Relations, Social Science, Law, Development and Humanitarian Affairs or related field.
- Three-year experience in related field, preferably in Transition, Prevention of Violence/PCVE, reconciliation, or related experience.
- Good knowledge of the northeast region in Nigeria is an asset.
- Experience in projects implemented with communities is an asset.
- Experience/ knowledge about restorative justice mechanisms and peacebuilding processes in other countries is an asset.
- Experience working with relevant Government counterparts, international organizations and private sector entities is an asset.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage, preferably within the United Nations or within the international humanitarian field.

Languages

Fluency in English and multiple Native languages

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 and 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 **Wednesday 23rd January 2019**.

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 **SVN2019.01 Maiduguri. Project Assistant (DDRR/Reconciliation/PCVE)- 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 10.01.2019 to 23.01.2019.