



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (MM/AVRR)**
Organizational Unit : **Migration Management**
Duty Station : **Lagos & Benin City (2 Positions)**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2019/03**
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:

Since 2017, IOM under its Humanitarian Voluntary Return (HVR) and Assisted Voluntary Return and Reintegration (AVRR) programmes, in partnership with the Government of Nigeria, has facilitated the voluntary return of over 11,000 stranded migrants from Libya, Niger and other transit and destination countries. IOM is also implementing initiatives that aims at preventing irregular migration and enhancing migration management as a whole. This project will provide complimentary assistance to returnees and potential migrant, including psychosocial support, economic reintegration and livelihood and awareness raising on the ills of irregular migration.

Working under the overall supervision of the National Reintegration Officer and the direct supervision of the Senior Project Assistant (MM/AVRR) the successful candidate will contribute to the implementation and monitoring of reintegration support provided to the returning migrants under the EUTF-IOM joint initiatives for Migrant Protection and Reintegration for Nigeria. In particular, s/he will;

Core Functions / Responsibilities:

1. Support in the day-to-day implementation of AVRR grants and any other related projects.
2. Support tracking of the implementation of integration and /or reintegration assistance.
3. Distribute travel allowances and return grants to returning migrants, as appropriate.
4. Complete the beneficiary profile and needs assessment formats and codify and store information into a database.
5. Review conditions of the business plan as pertaining to the AVRR program and raise any issue.

6. Participate in field visits to the beneficiaries' business sites and assess developments thereof of grants.
7. Document and file all beneficiaries' data in a database for reference and update it regularly.
8. Support preparation and timely submission of monthly monitoring reports.
9. Digitize and encode information into database and MiMoSa and prepare AVRR data for further processing.
10. Support IOM Monitoring and Evaluation Team (MET) of the project where necessary.
11. Support the implementation of awareness raising against irregular migration in some selected migrants communities.
12. Provide general support to the assessment of the qualitative and quantitative impact of grants and community projects.
13. Perform any other duties as may be assigned.

Required Qualifications and Experience

- University degree or equivalent in Economics, Management, Social Work, Demography and Statistics, International Development, Law and other related Social Sciences;
- Minimum of two years of experience for those with University Degree and above or minimum of four years with high school diploma in the field of migration including operational and field experience or related field, preferably within the International Humanitarian Field;
- Demonstrated ability to maintain confidentiality is mandatory;
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, Outlook, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.

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 **SVN2019.03. Project Assistant (MM/AVRR) – G4** and indicate your preferred location **Lagos or Benin City**.

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.