



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal Candidates

Position	: PROJECT ASSISTANT (AVRR/OPERATIONS)
Organizational Unit	: Assisted Voluntary Return & Reintegration (AVRR)
Duty Station	: Abuja
IOM Classification	: G4
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_34
Estimated Start Date	: As soon as possible
Closing Date	: May 31, 2017

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 Programme Manager (AVRR), Lagos in Nigeria and the direct supervision of the National Programme Officer (AVRR), the successful candidates will contribute to the implementation of the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration for Nigeria, with special focus on strengthening sustainable reintegration of returning migrants to Nigeria:

Core Functions / Responsibilities:

1. Provide overall support in the day-to-day implementation and functioning of AVRR grants and any other related projects.
2. Provide support and track the implementation of integration and /or reintegration assistance.
3. Distribute travel allowances and return grants to returning migrants, as appropriate.
4. Develop the beneficiary profile and needs assessment formats and ensure that information on returnees is codified and store into a database.
5. Review conditions of the business plan as pertaining to the AVRR program and raise any issue.
6. Conduct field visits to the beneficiaries' business sites and assess developments thereof of grants.
7. Ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in a database.
8. Support preparation and timely submission of monthly monitoring reports.
9. Support IOM Monitoring and Evaluation Team (MET) of the project where necessary.
10. Support the implementation of awareness raising against irregular migration in some selected migrants communities and ensure that information reaches the targeted audience.

11. Provide general support to the assessment of the qualitative and quantitative impact of grants and community projects.
12. Support preparation of M & E reports, carefully considering disaggregated gender data of the beneficiaries.
13. Perform any other duties as may be assigned.

Required Qualifications and Experience

- Degree / Certificate in related field; or an equivalent combination of education, training & experience;
- Minimum Four Years (Two Years for Degree Holders) in the field of Migration issues 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.
- 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 Native Language;

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

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 Wednesday 31st May, 2017**

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 **SVN2017_34 Abuja. Project Assistant (AVRR/Operations)**

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 25.05.2017 to 31.05.2017