



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: JUNIOR PROJECT ASSISTANT (CB)
Organizational Unit	: Capacity Building
Duty Station	: Maiduguri
IOM Classification	: Special Short Term (SST) Grade equivalent, G3
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_32
Estimated Start Date	: As soon as possible
Closing Date	: June 27 , 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 and external 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 Chief of Mission, close coordination with the Senior Emergency Coordinator and direct supervision of the Programme Officer (CCCM/Capacity Building), the incumbent is expected to perform the following duties:

#### **Core Functions / Responsibilities:**

1. Provide clerical support in the implementation of various trainings and workshops on relevant topics including preparations of training content;
2. Assist the Programme Officer in the facilitation of trainings and workshops on various topics necessary for the capacity building of the national and state emergency management agency;
3. Documentation and consolidation of administrative and technical documents arising from trainings, workshops, and other relevant activities;
4. Consolidate relevant existing training materials, regulations, and relevant publications necessary to enhance training content and tool;
5. Assist the Programme Officer preparing reports on the training implementation including tabulations of the pre-and post-test;
6. Assist the Program Officer integrating best practices and lessons learned into the project implementation;
7. Liaise with peers at relevant government institutions, non-governmental entities (NGOs), international organizations as well as other relevant actors;
8. Assist the Programme Officer in assessing the progress in the achievement of planned activities as per Log Frame;
9. Provide clerical assistance with in the administration and logistics of the programme;
10. Assist the Programme Officer opportunely communicating major constraints, possible deviations and corrective actions to be taken;
11. Undertake duty travel when necessary
12. Any other duties that might be assigned.

### ***Required Qualifications and Experience***

- Degree in public and business administration, human resources management or in related field, combination of education, training & experience;
- Minimum of one year relevant work experience in humanitarian or development field;
- Work experience in facilitation or mentoring activities relevant to humanitarian or development field especially camp management
- Work experience in displacement issue or camp management is an advantage
- Work experience from an international organization is an advantage
- Good writing, communication and negotiation skills
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

### **Languages**

Fluency in **English** and Native Language; Fluency in all languages advantageous;

### ***Required Competencies***

#### **Behavioural**

- The incumbent is expected to demonstrate the following competencies:
- 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.

#### ***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](mailto:HRNIGERIA@iom.int) indicating position applied on subject line **by Tuesday 27 June, 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\_32 Maiduguri. Junior Project Assistant (CB)**

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 21.06.2017 to 27.06.2017