



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Project Assistant (AVRR/Operations)</b>
Organizational Unit	: <b>Assisted Voluntary Return &amp; Reintegration (AVRR)</b>
Duty Station	: <b>Benin City</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2017_38</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>12<sup>th</sup> June, 2017</b>

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 the Programme Manager (AVRR) Lagos, and the direct under the direct supervision of the Senior Operations Assistant (AVRR), Benin and in close coordination with the AVRR Team, the successful candidate support the production and delivery of information communications products for the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration for Nigeria.

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

1. Support overall implementation and day to day management and functioning of AVRR grants and any other related projects.
2. Support and track the implementation of integration and /or reintegration assistance.
3. Distribute travel allowances and return grants to returning migrants, as appropriate.
4. Support the development 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 the preparation of monthly monitoring reports and facilitate timely submission to the Programme Manager in Lagos.
9. Support the implementation of awareness raising against irregular migration in some selected migrants communities in Edo state as well as other communities targeted by the action and ensure that information reaches the targeted audience.
10. Support the preparation of reports, carefully considering disaggregated gender data of the beneficiaries.
11. 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, Humanitarian Affairs or related field with one year's professional experience;
- Three years' experience (or one year for candidates holding University Degree) in related field, preferably Project Management, preferably in monitoring and evaluation, and excellent data presentation skills
- Project management experience required, preferably in counselling, human relations and management
- Experience in liaising with governmental authorities, other national / international institutions,
- Knowledge of social and development issues as well as general migration related issues;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Experience of supporting all aspects of project management and familiarity with international standards and EU regulations is advantageous
- 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](mailto:HRNIGERIA@iom.int)** indicating position applied on subject line **by Monday 12<sup>th</sup> 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\_38 Benin. 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 05.06.2017 to 12.06.2017