



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (AVRR/M&E)
Organizational Unit	: Assisted Voluntary Return & Reintegration (AVRR)
Duty Station	: Lagos
IOM Classification	: G4
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_39
Estimated Start Date	: As soon as possible
Closing Date	: June 15, 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 the Programme Manager (AVRR) Lagos, under the direct supervision of the Senior Programme Assistant (AVRR), Lagos and in close coordination with the AVRR Programme Manager, the successful candidate will contribute to the implementation of the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration for Nigeria, with special focus on strengthening the governance of migration and migration data management.

Core Functions / Responsibilities:

1. Provide overall monitoring support in the day-to-day implementation of reintegration assistance (individual, collective and community) under the Initiatives.
2. Provide support with the implementation of integration and /or reintegration assistance.
3. Develop the beneficiary profile and needs assessment formats and ensure regular update and information on reintegration grants' beneficiaries is stored and manage in the return and reintegration database.
4. Review conditions of the business plan as pertaining to the AVRR program and raise issue or discrepancy.
5. Conduct field and monitoring visits to the beneficiaries' business sites including communities where community development initiatives are taking place and assess the impact of reintegration support provided.
6. Ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in a database.
7. Support preparation and timely submission of monthly monitoring reports.
8. Support IOM Monitoring and Evaluation Team (MET), in collaboration with IOM Lagos Operations team where necessary.
9. Provide general support to the assessment of the qualitative and quantitative impact of grants and community projects.
10. Support preparation of M&E 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 two years professional experience or alternatively an equivalent combination of related education and professional experience.
- Minimum four years experience (or two years for candidates holding University Degree) in related field, preferably Project Management, preferably in monitoring and evaluation, and excellent data presentation skills
- Experience in liaising with governmental authorities, other national / international institutions,
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
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- 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; Fluency in all languages advantageous;

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 Thursday 15th 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_39 Lagos. Project Assistant (AVRR/M&E)**

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 07.06.2017 to 15.06.2017