



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal Candidates

Position	: Senior Project Assistant (AVRR/Operations)
Organizational Unit	: Assisted Voluntary Return & Reintegration (AVRR)
Duty Station	: Lagos
IOM Classification	: G6
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_40
Estimated Start Date	: As soon as possible
Closing Date	: 18th June, 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 Chief of Mission, Nigeria and the direct supervision of the Programme Manager (AVRR), Lagos 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 delivery of sustainable reintegration to returning migrants and stakeholder's engagement.

Core Functions / Responsibilities:

1. Provide reintegration assistance (individual, collective and community) to the returning migrants in close coordination with other colleagues.
2. Supervise operations staff, perform quality control checks and ensure accuracy, timeliness and compliance with established AVRR operations procedures and guidelines.
3. Provide overall monitoring support in the day-to-day management and functioning of AVRR grants and any other related projects.
4. Organize reintegration activities in Countries of Origin (CoO) and liaise with embassies and governments to ensure provision of targeted assistance.
5. Monitor and track reintegration expenditures and prepare monthly financial reports per receiving country.
6. Maintain an updated record of reintegration cases and files, ensuring the confidentiality of the data. Record keeping and maintenance of all reintegration.
7. Perform and oversee returning migrant data entry activities as required by the project in MiMOSA and/or other relevant database as required by the project in coordination with respective RO offices. Perform continuous follow up for any changes in case or individual status / details and make respective changes in applications.
8. Develop the beneficiary profile and needs assessment formats and offer counselling to the returnees facilitate smooth socio-economic reintegration.
9. Review conditions of the business plan as pertaining to the AVRR program and suggest appropriate monitoring tools for individual grants.
10. Conduct field visits to the beneficiaries' business sites and assess developments thereof of grants.

11. Reporting and support the information exchange on all operational aspects of the projects between IOM, the programme's donors and other stakeholders
12. Ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in a database
13. Prepare and submit monthly monitoring reports on time.
14. Conduct awareness activities against irregular migration in the selected communities and among the potential migrants.
15. Supervise and train junior staff in the unit.
16. Perform any other duties as may be assigned.

Required Qualifications and Experience

- University degree in International Relations, Social Science, Law, Humanitarian Affairs or related field with four years professional experience or alternatively an equivalent combination of related education and professional experience.
- Six years experience (or four years for candidates holding University Degree) in in the field of migration issues including operational and field experience or related field;
- Knowledge of social development issues as well as general migration related issues in the country and the region
- 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**](mailto:HRNIGERIA@iom.int) indicating position applied on subject line **by Sunday 18th 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_40 Lagos. Senior 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 07.06.2017 to 18.06.2017