



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (AVRR/Labour Migration)
Organizational Unit	: Assisted Voluntary Return & Reintegration (AVRR)
Duty Station	: Abuja
IOM Classification	: G5
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_43
Estimated Start Date	: As soon as possible
Closing Date	: 21st 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 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 National Programme Officer (AVRR) Abuja, and the direct supervision of the National Project Officer (AVRR/LM) 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 labour migration management and Diaspora policy development;

Core Functions / Responsibilities:

1. Support the implementation of project in areas such as migration management, labour migration, border management strategy and Diaspora policy development.
2. Support the implementation of the plan of activities of the project(s) under direct coordination of the supervisor, coordinate day to day activities and administrative processes; report regularly on the challenges and progress recorded in realisation of activities; consult with the project partners and suggest adjustments to the plan of activities as appropriate to meet changing needs and requirements and keep donor representatives briefed on
3. Assist in timely implementation and reporting on project activities according to IOM and donor formats as required, contribute to and/or prepare weekly progress updates on project activities.
4. Assist with in-house coordination among different sections of the project and proper documentation of project documents and filing.
5. Contribute to the delivery of quality thematic training to government as required by the project.
6. Track project expenditure for the Labour Migration and Diaspora Mobilization component, serve as focal point for administrative coordination of program implementation activities, involving extensive liaison with other organizational units.

7. Support liaison and coordination with relevant governmental and non-governmental entities, international organizations as well as other relevant stakeholders where necessary for effective implementation of the activities of project and represent IOM at coordination meetings with governments, NGOs and other stakeholders where required.
8. Research, compile and present information on developments on new trends and policies in the field of migration in the country (including labour migration information) for successful implementation of the project activities
9. Assist in the organization of seminars, conferences, workshops, meetings, presentations and missions related to the project, undertake duty travel when necessary;
10. Support the development of tracking tools based on agreed indicators for tracking the implementation of pilot projects.
11. Provide general administrative support for the development of new projects based on identified needs during project implementation;
12. Facilitate functioning systems to promote programme visibility, support the development of preparation and printing of PI materials.
13. 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..
- Five years experience (or two years for candidates holding University Degree) in related field, preferably Project Management, preferably in Migration Assistance, Labour Migration Capacity Building or related experience.
- Project management experience required, preferably in migration and/or labour management capacity building.
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Work experience related to migration, diaspora mobilization and especially government institutions capacity building programs desirable
- 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 indicating position applied on subject line **by Wednesday 21st 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_43 Abuja. Project Assistant (AVRR/Labour Migration)**.

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 09.06.2017 to 21.06.2017