



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Programme Assistant (IBM/IM)</b>
Organizational Unit	: <b>Immigration and Border Management (IBM)</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, G5</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2017_47</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>26<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 IOM Nigeria's IBM Programme Manager, and under the direct supervision of the Senior Programme Assistant (IBM), the successful candidate's primary role will be to provide information technology and data management support to all three Components of the IOM Nigeria NBIC-REG project "Supporting the Rollout of Nigeria's National Biometric Identification Card (NBIC) for Intra-ECOWAS Travel, and Biometric Registration of Foreign Nationals in Nigeria." Additionally, the successful candidate will be accountable and responsible for providing general support as requested to the full portfolio of IOM Nigeria IBM projects;

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

1. Directly supporting the work of the Senior Programme Manager (IBM), the Senior Programme Assistant (IBM), and the Project Assistants in all aspects of their work. In particular:
  - a) Assist in developing and pilot testing information technology solutions related to biometric applications in the migration sector for each Component of the project;
  - b) Supporting the key project staff in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where the issues strongly intersect with information technology, data and biometric system planning and implementation;
  - c) Research, compile and analyse information from professional sources on possible best options and approaches for information technology and data management options that respond to the needs of the project;
  - d) Assisting in timely implementation of project activities;
  - e) Contribute to donor reporting, for aspects directly relating to the information technology and data management issues;
  - f) Ensuring proper documentation and inventory of project's information technology assets, and assisting in asset handover documentation;

- g) Assisting in the monitoring and evaluation of project activities, as pertains specifically to the information technology aspects;
  - h) Assisting in the preparation and implementation of the information technology and data management aspects of project seminars, conferences, workshops, meetings and presentations related to the project;
  - i) Undertaking duty travel when necessary in support of the implementation of the project; and,
  - j) Providing general support to the development of new related projects based on identified needs during project implementation, for the information technology and data management aspects.
2. Performing such other duties as may be assigned.

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

- University degree or Technical certificate from an accredited academic/institution preferably in information technology or closely related field.
- Three years' experience (or five years for candidates holding school diploma) closely related to designing, establishing and implementing data systems, including those using biometric data;
- Close familiarity with SQL and other data base products, programming and applications;
- Experience in working within UN agency context, and working closely with governmental authorities;
- Experience working on migration issues in a project setting will be an advantage.

### **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 26<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\_47 Abuja. Programme Assistant (IBM/IM)**.

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 14.06.2017 to 26.06.2017