



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

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| Position | : Senior Programme Assistant (AVRR) |
| Organizational Unit | : Assisted Voluntary Return & Reintegration (AVRR) |
| Duty Station | : Lagos |
| IOM Classification | : Special Short Term (SST) Grade equivalent, G6 |
| Type of Appointment | : Contract Basis (Renewable) |
| SVN No. | : SVN2017_50 |
| Estimated Start Date | : As soon as possible |
| Closing Date | : 30th 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 & 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 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. Collect and provide necessary information and assists in planning, preparing, organizing and implementing all aspects of the project activities on strengthening implementation of reintegration activities.
2. Assist the Programme Manager in the implementation of activities under AVRR, which can include, but is not limited to, tasks ranging from logistical, technical and administrative assistance in organizing workshops and meetings, participation in meetings with project partners, government counterparts and relevant stakeholders, minute-taking, etc.
3. Support reporting and exchange of information on all operational aspects of the projects between IOM, the programme's donors and other stakeholders.
4. Design and prepare training materials, case studies exercises accordingly and support preparation of reports on project activities according to IOM and donor formats as required, contribute to and/or prepare weekly progress updates on project activities.
5. Liaise 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 on return and reintegration with governments, NGOs and other stakeholders where required.
6. Support the Programme Manager in facilitation of meetings with the national stakeholders on return and reintegration and ensure that reintegration actors are involved in the implementation of the government-driven SoP.
7. Track project expenditures, liaison with Admin and Finance Unit for a secondary opinion, preparation of monthly funding requests for the project activities.

8. In coordination with the Programme Manager, facilitate successful implementation of awareness raising activities of the project.
9. Support the development of tracking tools based on agreed indicators for tracking the implementation of community projects being carried out by the returnees.
10. Supervise and train junior staff in the unit.
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 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 indicating position applied on subject line **by Friday 30th 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_50 Lagos. Senior Programme Assistant (AVRR)**.

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 30.06.2017