



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Senior Programme Assistant (IBM/TSI)
Organizational Unit	: Immigration and Border Management (IBM)
Duty Station	: Abuja
IOM Classification	: Special Short Term (SST) Grade equivalent, G7
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_75
Estimated Start Date	: As soon as possible
Closing Date	: 13th October, 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 general supervision of the IOM Chief of Mission, and under the direct supervision of the IOM Nigeria IBM Senior Programme Manager, and with technical support from the IBM Regional Thematic Specialist and the Immigration and Border Management (IBM) Division at IOM Headquarters (HQs) in Geneva, and with support from specialist consultants with specific tasks within IOM Nigeria IBM projects, the successful candidate's primary role will be to coordinate and assist in the implementation of all aspects of the multi-donor IOM Nigeria implemented project "NIS Training Strategy Implementation – Phase 1" (NIS TSI), which calls for, among other actions, the establishment of the capacity of Nigeria Immigration Service to conduct short training courses for its staff at key State Command offices around the country. The Senior Programme Assistant (IBM/TSI) will also take responsibility as requested for coordination of implementation of the broader IBM portfolio of projects at IOM Nigeria. The successful candidate will work in close collaboration with key Nigerian government partners and with the donor community; contribute to monitoring and analysis of national and trans-national trends relevant to the IOM Nigeria IBM portfolio; and, contribute Nigerian perspective and support to regional IBM projects affecting Nigeria

Core Functions / Responsibilities:

1. Provide overall specialized support to the IBM Nigeria Programme Manager.
2. Supporting the IBM Programme Manager in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where necessary for the effective implementation of the activities of project and represent IOM at coordination meetings with governments, NGOs and other stakeholders where required.
3. Lead, coordinate and directly supervise the Programme Assistant (IBM) and Junior Assistant (IBM), in the following areas:
 - Tracking and coordinating the financial and programmatic aspects of the project;

- Collecting and providing necessary information and assists in planning, preparing, organising and implementing all aspects of the project activities, including preparations and support to special consultancies occurring in the project;
 - Assisting in timely implementation of project activities, including extensive duty travel outside of Abuja to remote locations for project implementation;
 - Assisting in reporting to donors and partners, in IOM and donor formats as required;
 - Assisting with in-house coordination among IOM finance, procurement, security and other relevant support units at IOM Nigeria;
 - Researching, compiling, analysing, and presenting information on developments on new trends and policies in the field of migration in the country for successful implementation of the project activities;
 - Ensuring proper documentation of project documents and filing;
 - Assisting in the monitoring and evaluation of project activities;
 - Supporting visibility and communication activities related to the project; and,
 - Assisting in the planning, preparation and implementation of seminars, conferences, workshops, meetings, presentations and missions related to the project, undertake duty travel when necessary.
4. Supporting the development of new related projects based on identified needs during project implementation.
 5. Build capacity of the staff reporting & ensuring mentoring and continuous development
 6. Coordinate and directly supervise the work of the Programme Assistant (IBM) and Junior Assistant (IOM) and other IOM staff as required working in the IOM Nigeria IBM portfolio.
 7. Perform such other duties as may be assigned

Required Qualifications and Experience

- University degree from an accredited institution in Adult and Non-formal Education or Vocational Education, Social Sciences, Business Administration, Migration Studies, International Relations and/or Law.
- A minimum of five years of experience closely related to development or humanitarian project administration and management;
- Demonstrated knowledge (non-expert) in the technical and education/training methodology areas relevant to IOM mandate areas for project implementation and development;
- Substantive experience in liaising with governmental authorities, other national/international institutions, the UN and NGOs;
- Experience working on migration issues in a project setting; and,
- Direct experience in distance learning applications in the migration sector will be an added 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** indicating position applied on subject line **by Friday 13th October, 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_75 Abuja. Senior Programme Assistant (IBM)**.

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 29.09.2017 to 13.10.2017