



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Senior Programme Assistant (IM)
Organizational Unit	: Sector Coordination
Duty Station	: Maiduguri
IOM Classification	: Special Short Term (SST) Grade equivalent, G6
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_76
Estimated Start Date	: As soon as possible
Closing Date	: 19th 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 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 direct supervision of the Sector Coordinator (Shelter/NFI and CCCM Sector Coordinator), the successful candidate will be a critical member of the Shelter/NFI and CCCM Sector Coordination team for Nigeria. Timely and accurate information is integral to successful coordination of humanitarian action. The ability to collect, collate, analyse, disseminate and act on key humanitarian information is fundamental to effective response. For information to support analysis for operational and strategic decision-making, shared standards and common approaches are required to facilitate delivery and monitoring of assistance within and across sectors, and to undertake gap analysis in determining priorities. In particular, the Information Management Assistant is to support the Sector Coordinator in fulfilment of his/her coordination tasks to;

Core Functions / Responsibilities:

1. Provide specialized assistance in emergency and crisis preparedness, response and recovery;
2. Work in partnership to prevent and reduce shelter-related morbidity and mortality;
3. Support evidence-based actions, gap-filling and sound coordination; and
4. Enhance accountability, predictability and effectiveness of emergency shelter and CCCM actions.
5. Participate in the development, dissemination and adaptation as necessary of information management tools that meet sector needs (including 5Ws and standard assessments).
6. Promote use of and provide training on the use of these tools among shelter assistance providers and other stakeholders.
7. Ensure sector partners provide timely, consistent, accurate and compatible data and information on remaining shelter and CCCM needs, and assistance provided, for response monitoring, operational analysis and decision-making.
8. Provide sector-specific maps, graphics and other products as required, on a regular basis that aid forward planning as well as impact analysis.
9. Support OCHA in cross-sector information management and analysis at the strategic level, and as required.
10. Draft meeting minutes of sector coordination meetings and disseminate information among sector partners.

11. Maintain linkages with all sector stakeholders, particularly national actors, for enhanced sectorial risk mapping and gap identification.
12. Apply appropriate information technology for maintenance of sector partner lists.
13. Ensure timely sharing and archiving of sector information, including sector meeting calendars, agendas, minutes, reports, updates (e.g. through mailing lists, OCHA or other website).
14. Promote the use of inter-operable technologies among sector partners.
15. Provide information outputs in the local language wherever feasible.
16. Update the sector website and information sharing platforms.
17. Perform any other duties as requested.

Required Qualifications and Experience

- Professional qualification in information management, including information technology and statistics.
- At least four years' experience, ideally in different international organizations (e.g UN agencies, INGOs, IOs, Donors, IFRC or ICRC).
- Detailed knowledge of the Red Cross Movement, UN System, and NGO humanitarian community. Knowledge and/or work experience in sector coordination system is desirable.
- Knowledge of shelter and CCCM related technical guidelines, standards, and indicators.
- Proven statistical analytic skills.
- Experience in web design and programming.
- Knowledge of multi-variate mapping techniques.
- Ability to translate planning specifications to technical briefs for data capture and analysis, and vice versa.

Languages

Fluency in **English** and Native Language; Fluency in all languages advantage;

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
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM (optional depending on position level)

Software skills

- Data capture and analysis
 - MS Excel (Essential)
 - ability to create macros
 - strong knowledge of statistical, conditional, and text-based functions
 - integration with Access or other database applications (SQL, MySQL, Oracle)
 - MS Access (Highly recommended)
 - Basic table relationship skills
 - Report generation
- Mapping

- ArcGIS, MapInfo
 - Basic understanding of map making process (Essential)
 - Ability to guide technical staff
- Graphics
 - ArcGIS, MapInfo, SPSS, EpiInfo6
 - Basic understanding of trend graphic design
- Web Design
 - HTML, PHP, ASP
 - Basic understanding of web-based applications

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 Internal candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position applied on subject line **by Thursday 19th 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_76 Maiduguri. Senior Programme Assistant (Sector/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 06.10.2017 to 19.10.2017