



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

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| Position | : Programme Assistant (IBM/IM) |
| Organizational Unit | : Immigration and Border Management (IBM) |
| Duty Station | : Abuja |
| IOM Classification | : Special Short Term (SST) Grade equivalent, G5 |
| Type of Appointment | : Contract Basis (Renewable) |
| SVN No. | : SVN2017_78 |
| Estimated Start Date | : As soon as possible |
| Closing Date | : 12th 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:

In a full time capacity and working under the overall supervision of IOM Nigeria's IBM Programme Manager, and under the direct supervision of the Senior Programme Assistant (IBM/ELSBDS), 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 provide information technology and data management support to all aspects of the IOM Nigeria implemented/Government of Germany funded "Enhancing Land and Sea Border Data Systems in Nigeria" (ELSBDS-Nigeria) project, which calls for, among other actions, the deployment of IOM's MIDAS border data system and supporting solar power systems at five land or sea border control posts. Additionally, the successful candidate will be accountable and responsible for providing general information management support as requested to the full portfolio of IOM Nigeria IBM projects;

Core Functions / Responsibilities:

1. Directly supporting the work of the IBM Programme Manager, the Senior Programme Assistant (IBM/ELSBDS), and the Junior Programme Assistant (IBM/ELSBDS) in all aspects of their work. In particular:
 - Supporting technical assessments preparations at NIS Headquarters and at field sites for the deployment of IOM's Migration Information and Data Analysis System (MIDAS), supporting further systems integration at Nigeria Immigration Service (NIS) HQ;
 - Technically supporting new MIDAS installations at the field sites, refreshing and reviewing pre-existing MIDAS installations in the country, and technically supporting enhancements of the MIDAS central server system at NIS HQ;
 - Conducting training for new NIS MIDAS users and for senior MIDAS support staff at NIS, and serving as resource co-trainer for trainings led by the NIS MIDAS specialists;
 - 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 for border management, and closely-related areas;

- Researching, compiling and analyzing 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;
 - Assisting in timely implementation of all project activities;
 - Contribute to donor reporting, for aspects directly relating to the information technology and data management issues;
 - Ensuring proper documentation and inventory of project's information technology assets, and assisting in asset handover documentation; and,
 - Assisting in the monitoring and evaluation of project activities, as pertains specifically to the information technology aspects.
2. Undertaking extensive duty travel when necessary in support of project implementation.
 3. Provide general support to the development of new related projects and IT products based on identified needs during project implementation, for the information technology and data management aspects.
 4. 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, implementing and training others on IT systems.
- Close familiarity with SQL and similar IT system products, programming and applications;
- Experience working with border management technology will be an advantage.
- 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
- Experience with IOM MIDAS or other common border management information systems 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** indicating position applied on subject line **by Thursday 12th 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_78 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 28.09.2017 to 12.10.2017