



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal Candidates

Position	: Project Assistant (MHPSS)
Organizational Unit	: Mental Health and Psychosocial Support (MHPSS)
Duty Station	: (Yobe) Maiduguri
IOM Classification	: Special Short Term (SST) Grade equivalent, G5
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_93
Estimated Start Date	: As soon as possible
Closing Date	: 26th 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:

In the frame of the activities of the project "Emergency Mental Health and Psychosocial Support (MHPSS) for affected population in North East of Nigeria", under the overall supervision of the Chief of Mission (CoM) of IOM Nigeria and the emergency coordinator, and the direct supervision of the Psychosocial project officer, the incumbent will be responsible for the following:

Core Functions / Responsibilities:

1. Assist the Project coordinator in the implementation of the project activities, including coordination, reporting, logistics support, and implementation of the project activities.
2. Assist the Project coordinator in maintaining a data collection, analysis mechanisms, and share relevant information mainly from records and reports and prepares periodic and ad-hoc reports on program and project activities
3. Support technical monitoring of all the teams in the accessible areas, including report writing, supervision, training, and coordination sessions with each team.
4. Facilitate weekly visits, collecting and compiling reports from the psychosocial support teams in Yobe and sometimes Maiduguri. Track their activities and provide timely support.
5. Liaise with relevant governmental, non-governmental (NGOs), international organizations as well as other relevant stakeholders on issues related to MHPSS.
6. Monitor project activities including those implemented by the psychosocial mobile teams by reviewing a variety of records, including control of plans, progress reports, and project inputs, identify issues and propose adjustments as necessary.
7. Organize missions, forums, meetings, workshops, trainings and other events within the framework of the project in coordination with the project manager, project coordinator, International Expert network, and other key partners.
8. Prepare informal translation of technical documents from English into Hausa/Kanuri/Shuwa, and vice-versa, if needed.

9. Organize data and information, prepare and maintain records, document and control plans for the monitoring and evaluation of the project implementation
10. Coordinate Visibility and Communication activities related to the project.
11. Undertake duty travel to very challenging areas when necessary.
12. Perform such other duties as may be assigned

Required Qualifications and Experience

- University degree in any of the public and business administration, social science, clinical psychology or counselling, or related area with relevant psychosocial knowledge will be an added advantage
- At least 3 years relevant professional experience;
- Previous experience in psychosocial support in emergency setting is highly desirable;
- Experience within international development agencies or NGO sector is a highly desirable;
- Experience working or liaising with government or civil authorities is desirable.
- Good writing, communication and negotiation skills
- Personal commitment, efficiency, flexibility, drive for results; capacity to work effectively and harmoniously within a team of colleagues from varied cultures and professional backgrounds.

Languages

Fluency in **English** and Native Language;

Required Competencies

Behavioural

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

Technical

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Good communication, interpersonal and organizational skills;
- Ability to draft reports clearly and concisely;
- Demonstrates gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Personal commitment, efficiency, flexibility and drive for results;
- Proficiency in Office applications, including Word and Excel, internet explorer and basic knowledge of SPSS

Emergency and Crisis

- Works effectively in high-pressure, rapidly changing environments;
- Coordinates actions with emergency response actors and making use of coordination structures;
- Establishes and maintains effective relationships with implementing partners;
- Makes correct decisions rapidly based on available information

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 26th 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_93 (Yobe) Maiduguri. Project Assistant (MHPSS)**.

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 13.10.2017 to 26.10.2017