



IOM International Organization for Migration

CALL FOR CVS

Open to Internal & External Candidates

Position	: ICRS Junior Outreach Assistant X2
Organizational Unit	: Information, Counselling and Referral Services (ICRS)
Duty Station	: Maiduguri or Yola Nigeria
IOM Classification	: UG (G3 equivalent)
Type of Appointment	: 6 months with possibility of extension
SVN No.	: CFCV2019.94
Estimated Start Date	: As soon as possible
Closing Date	: 31st July, 2019

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 overall supervision of the DDDR Project Officer and under the direct supervision of the ICRS Project Officer, the successful candidate will be responsible for, in coordination with other members of the ICRS team, conducting community outreach activities in support of the reintegration and reconciliation of the beneficiaries of the ICRS project as part of the IOM DDDR Programme in Nigeria.

Core Functions / Responsibilities:

1. Under the leadership of the ICRS Project Officer, conduct community outreach activities such as awareness raising, sensitization in communities of return.
2. Conduct ICRS profiling interviews and ensure accurate data entry when required.
3. Conduct family assessment interviews, followed by family tracing when necessary through outreach visits to communities of return.
4. Conduct service providers and referral opportunities mapping and identify local partners for possible cooperation in assisting the target population.
5. Identify and report on appropriate, effective and sustainable intervention for targeted population and provide guidance for the implementation of appropriate responses.
6. Undertake outreach field visits and co-ordinate rapid response interventions to ensure relevant reintegration support, training activities and reconciliation strategies.
7. Monitor and closely report on each activity as well as the beneficiary situation in each community of return.
8. Develop and maintain friendly, open and professional communications with local counterparts, beneficiaries, contractors, suppliers, other agencies and organizations as well as local and national authorities.
9. Coordinate and collaborate as appropriate with the IOM staff, particularly field-based staff to support ICRS activities.
10. Under the leadership of the ICRS Team Leader participate in regular staff meetings and other meetings with implementing partners and other relevant stakeholders.
11. Update weekly plans and reports, and other progressive activity reports for each activity.

12. Update existing ICRS monitoring, evaluation and reporting tools such as databases according to deadlines established by the ICRC Officer.
13. Perform other related duties incidental to the work described herein and/or assigned by the ICRC Project Officer.

Required Qualifications and Experience

Education: Minimum Bachelor's degree in Social Sciences; or an equivalent combination of Education & Training.

Experience: Minimum 3 years' Humanitarian Experience in Income-Generating Projects, Business Development, Community Economic Development, Conflict Resolution, Community Participation, and/or Psychosocial Projects;

Skills: Computer Literacy; excellent interpersonal skills; Ability to work with minimum supervision; Ability to travel extensively and work long hours; A drive for results and ability to handle multiple tasks.

Languages

Fluency in English and Native Language. Fluency in English and multiple Native languages

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following technical and behavioural competencies:

- a) Keeps strict confidentiality when required
- b) Accepts and gives constructive criticism;
- c) Meets deadline, cost, and quality requirements for outputs;
- d) Identifies the immediate and peripheral partners of own work;
- e) Establishes and maintains effective working relationships with partners;
- f) Identifies and monitors changes in the needs of partners, including donors, governments, vendors and programme beneficiaries;
- g) Keeps abreast of developments in own professional area;
- h) Clearly communicates, and listens to feedback on, changing priorities and procedures;
- i) Listens effectively and communicates clearly, adapting delivery to the audience;
- j) Articulates vision to motivate colleagues and follows through with commitments;
- k) Sets clear and achievable goals consistent with agreed priorities for self and others;
- l) Identifies issues, opportunities, and risks central to responsibilities;
- m) Works effectively with people from different cultures by adapting to relevant cultural contexts;
- n) Actively contributes to an effective, collegial, and agreeable team environment

Technical

- a) Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives;
- b) Effectively applies knowledge of DRR issues within organizational context;
- c) Delivers on set objectives in strict deadlines;
- d) Has knowledge of administrative and procedural aspects of reintegration and reconciliation;
- e) Understands procurement principles, processes and standards.

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

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 **Wednesday 31st July 2019**

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 **CFCV2019.94 Maiduguri or Yola - ICRS Junior Outreach Assistant**

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 24.07.2019 to 31.07.2019