



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (Reception Centre Management/ CCCM)
Organizational Unit	: Camp Coordination Camp Management (CCCM)
Duty Station	: Maiduguri
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN2019/13
Estimated Start Date	: As soon as possible
Closing Date	: 11th February, 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 Emergency Coordinator (EC) and the direct supervision of the Project Officer- Camp and Displacement Management the incumbent will work within selected camps and camp-like settings as well as in hosting communities, informal sites and areas of return supervising reception centres managed by IOM. The incumbent will monitor routine Camp Coordination and Camp Management (CCCM) tasks, such as coordination, maintenance of infrastructure as well as maintenance of complaints and feedback mechanisms in IOM reception centres. The successful candidate will:

Core Functions / Responsibilities:

1. In collaboration with the CCCM Officer ensure that newly arrived populations are assisted in a dignified manner in accordance with humanitarian standards.
2. Monitor the installation of Reception Centre facilities as well as complement the WASH and Shelter unit in reporting on progress and quality of work.
3. Monitor the maintenance of IOM reception centre facilities and timely report on any maintenance needs.
4. Carry out and follow up on proper monitoring and reporting of activities being done by IOM reception centre management teams and agencies working in IOM Reception centres.
5. Manage reception centre supplies and ensure IOM reception centre teams have adequate supplies.
6. Contribute to the development of new tools that aid IOM Reception Centre management staff in the discharge of their duties.
7. Follow up on all information management and record keeping for reception centres.
8. Ensure timely and accurate reporting for all IOM Reception Center activities.
9. Guide and provide on the job training to IOM reception centre management field staff and NEMA/SEMA in the discharge of their duties.

10. Provide daily monitoring to IOM reception management staff and maintain daily contact with all Reception centre field teams in different locations.
11. Maintain a tracking sheet for all service providers in Reception Centers.
12. Suggest mobilization of partners to fill gaps in service provision in IOM reception centres on a continuous basis.
13. Verify all IOM Reception Centre staff understand and carry out their duties in accordance with the humanitarian principles, core values, the Code of Conduct and PSEA.
14. Implement and monitor adequate protection mainstreaming activities and effective referral mechanism in all IOM Reception centres.
15. Enforce decisions taken by the CCCM/NFI/Shelter sector working group at field level in IOM Reception Centres.
16. Attend coordination meetings in sector or technical working groups and task forces representing IOM when delegated to do so.
17. Discharge any other relevant duties as assigned by the CCCM Officer.

Required Qualifications and Experience

- Social Science or Behavioural Sciences degree with three years of relevant professional experience;
- Experience in camp management related work.
- Previous experience in CCCM capacity building is an added advantage.
- CCCM Training of Trainers certification

Languages

English and Native Language like Hausa or other North-East Nigeria local languages.

Required Competencies

Behavioural

The incumbent is expected to demonstrate the following competencies:

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 **Monday 11th February 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 **SVN2019.13 Maiduguri. Project Assistant Project Assistant (Reception Centre Management/ CCCM) G5**

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 29.01.2019 to 11.02.2019