



IOM International Organization for Migration

SHORT VACANCY NOTICE

Position	: Senior Project Assistant (Sector Coordination/CCCM)
Organizational Unit	: Sector Coordination
Duty Station	: Maiduguri
IOM Classification	: G6
Type of Appointment	: Special Short-Term (SST) 6 months with possibility of extension
SVN No.	: SVN2019/44
Estimated Start Date	: As soon as possible
Closing Date	: 14th April, 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:

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. Under the direct supervision of the Sector Coordinator (Shelter/NFI and CCCM Sector Coordinator), the successful candidate will work closely with partners and information management unit to guide and develop appropriate response plan in the emergency context in Maiduguri. He/she will:

Core Functions / Responsibilities:

- Undertake regular field visits to monitor camp management progress and identify specific gaps including lack of capacity and resources etc.
- Collect and analyse relevant camp management and gap identification information;
- Coordinate in partnership with camp management partners to inform the sector coordination unit and sector coordination forum on best practices and solutions.
- in close coordination with the sector coordinator, support evidence-based actions, gap-filling and sound coordination;
- Enhance accountability, predictability and effectiveness of emergency CCCM actions.
- Participate in the development and monitoring of camp management tools and systems as necessary.
- Prepare monthly camp management update information to the sector coordination unit for dissemination to relevant stakeholders
- Support the development dissemination and adaptation as necessary of information management tools that meet sector needs (including 5Ws and standard assessments).
- Promote the use of and provide training on the use of these tools among shelter assistance providers and other stakeholders.
- closely follow up with sector partners to 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.

- In close collaboration with sector Information management provide relevant camp management gap analysis and monitoring information for sharing with other stake holders
- Perform any other duties as requested.

Required Qualifications and Experience

- Completed university degree from an accredited academic institution in information management, including information technology and statistics with 4 years working experience or
- Completed Higher Diploma in the above fields with six years of relevant work experience
- 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.
- 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;

Required Competencies

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

- 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.

Managerial Competencies

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 **Sunday 14th April 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 **SVN2019.44 Project Assistant (Sector Coordination/CCCM) – G6**

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 05.04.2019 to 14.04.2019