



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to both Internal & External Candidates

Position : **NATIONAL PROGRAMME OFFICER (ECOWAS Regional Programme (FMM))**

Organizational Unit : **ECOWAS Regional Programme (FMM)**

Duty Station : **Abuja**

IOM Classification : **NOB**

Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**

SVN No. : **SVN2019/66**

Estimated Start Date : **As soon as possible**

Closing Date : **June 25, 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 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:

Under the overall supervision of the Chief of Mission, and the direct supervision of the Regional Programme Manager, the National Programme Officer will be responsible for supporting the ECOWAS Commission and ECOWAS Member States in migration policy development and migration data management activities, pertinent to the implementation of the Support for Free Movement of Persons and Migration in West Africa (FMM West Africa) programming. He/She will also support the implementation of other migration management activities of the IOM's programme portfolio.:

Core Functions / Responsibilities:

1. Support the implementation of regional guidelines and common operating procedures for migration data collection and management, in close collaboration with the ECOWAS Commission and the Research Department of IOM Headquarters;
2. Plan, prepare and implement capacity building activities for national institutions in ECOWAS Member States on migration data collection and management;
3. Lead the organisation of the Migration Dialogue on West Africa (MIDWA), ensuring proper follow up with the Action Plans of the Thematic Working Groups, and providing support to the MIDWA Secretariat
4. Coordinate the development of National Migration Profiles in ECOWAS Member States and the compilation of a Regional Migration Profile;
5. Oversee the implementation of policy-oriented studies on various aspects of migration in the region;
6. Oversee the finalisation and publication of migration profiles and other documents prepared within the project

7. Plan, prepare and implement capacity building activities for national institutions in ECOWAS Member States on migration policy development;
8. Support the preparation and adoption of National Migration Policies in ECOWAS Member States;
9. Support the FMM West Africa Regional Programme Manager in the implementation of IOM's migration management activities, acting as Programme Manager, as delegated
10. Leads the FMM West Africa implementation outreach and liaison with relevant francophone IOM missions in West Africa
11. Liaise with the ECOWAS Commission as well as other relevant stakeholders where necessary for the effective implementation of the project activities;
12. Contribute to the preparation of project donor reports and programme visibility materials, as required;
13. Undertake duty travel for programme implementation purposes;
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Completed advanced university degree from an accredited academic institution, preferably in Social or Political Science, Demography, International Relations, Statistics or a related field
- Five years' experience (or two years for candidates holding master's Degree) in related field,
- Experience and/or familiarity with ECOWAS administration and processes
- Proven expertise in migration, specifically in migration research, migration data management and migration policy development;
- Experience in project implementation;
- Knowledge of the Economic Community for West African States (ECOWAS) and understanding of regional issues.
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Preferably within the United Nations, West African Region or within the international humanitarian field.

Languages

Fluency in **English**; Fluency in French is advantageous.

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 – behavioural indicators *level 2*

- 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 – behavioural indicators *level 2*

- 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

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 Tuesday 25th June 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/ 66 Abuja. National Programme Officer (ECOWAS Regional Programme. FMM)**

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.

Kindly note that previous Applicants need not to reapply

Posting period:

From 23.05.2019 to 25.06.2019