



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal & External Candidates

Position	: <b>Project Assistant -CCCM (X7)</b>
Organizational Unit	: <b>CCCM</b>
Duty Station	: <b>Maiduguri</b>
IOM Classification	: <b>G4</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2019/67</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>7<sup>th</sup> June, 2019</b>

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 monitoring work of hourly contracted staff who include Camp Coordination and Camp Management (CCCM) mobile teams and CCCM Site Facilitators. The incumbent will be under the daily supervision of the Senior Project Assistant-CCCM. The incumbent will assist in monitoring CCCM field tasks, such as coordination, feedback mechanisms, and the implementation of minimal site maintenance projects. The incumbent will:

### **Core Functions / Responsibilities:**

- 1) In collaboration with the CCCM Officer verify that there is adequate coverage of sites hosting IDP populations by the CCCM mobile teams.
- 2) Monitor the CCCM field staff (CCCM mobile teams and Site Facilitators) provide adequate support to the camp management agencies i.e. SEMA and NEMA.
- 3) Undertake regular field travel to support and monitor CCCM programme implementation in designated locations.
- 4) Verify there is proper monitoring and reporting of activities being done by camp management, government agencies, national and international NGOs, UN organizations and other relevant stakeholders in the sites being covered by the CCCM mobile teams.
- 5) Contribute to the development of new tools that aid IOM CCCM field staff and SEMA/NEMA camp managers in the discharge of their duties.
- 6) Guide and provide on the job training to IOM CCCM field staff and NEMA/SEMA personnel in the discharge of their duties. Provide field level training where necessary.
- 7) Support SEMA and NEMA in the establishment of representative IDP committees that reflect age, gender and diversity of the IDP population at site level. Promote set up of Youth and Women empowerment groups in the sites.
- 8) Support implementation of Communication with communities activities in designated locations.
- 9) Facilitate CCCM trainings to various stakeholders on a regular basis.
- 10) Verify the CCCM multi sector site tracker and other databases are updated on a weekly basis by the CCCM field staff and IOM partners. Extract and present reports from the CCCM multi sector site tracker.

- 11) Support the implementation of an effective referral mechanism in all IDP sites covered by the CCCM field staff and SEMA/NEMA camp managers.
- 12) Attend coordination meetings in clusters, technical working groups and task forces representing IOM when delegated to do so.
- 13) Discharge any other relevant duty as assigned by the CCCM Officer or Senior Project Assistant.

### ***Required Qualifications and Experience***

- Bachelor's Degree in Social Science, Behavioural Sciences degree or equivalent with Two years of working experience
- High School Degree/Certificate with Four years of working experience
- Previous experience in camp management related work.
- Previous experience in CCCM capacity building is an added advantage.
- Two-year experience in humanitarian work.
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### **Languages**

Fluent in English, Working knowledge of local language

### ***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 **Friday 7<sup>th</sup> 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 **SVN2019.67 Maiduguri. Project Assistant -CCCM G4**

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 31.05.2019 to 07.06.2019