



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	: Project Assistant (MM-AVRR/Communications)
Organizational Unit	: Migration Management (MM)
Duty Station	: Lagos
IOM Classification	: Special Short Term (SST) Grade equivalent, G4
Type of Appointment	: Contract Basis (Renewable)
SVN No.	: SVN2017_49
Estimated Start Date	: As soon as possible
Closing Date	: September 26, 2017

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:

Working under the overall supervision of the Programme Manager (AVRR) Lagos, and the direct under the direct supervision of the Senior Programme Assistant (AVRR), Lagos and in close coordination with the AVRR Team, the successful candidate support the delivery of information communications products for the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration for Nigeria.

Core Functions / Responsibilities:

1. Support the timely implementation of all communication related activities of the project as contained in the plan in coordination with the Programme Manager.
2. Update content on the Initiatives on the project official website and other social networking accounts.
3. Support liaising with media practitioners identified for the purpose of coordinating media coverage of all important events and providing general information on the activities of the mission in a positive, consistent and credible manner.
4. In coordination with the Programme Manager, support the development of appropriate information materials (electronic and paper pamphlets, brochures, etc.) including multimedia materials on the Initiatives and disseminate to stakeholders.
5. Assist with regard to the provision of information and updates on television, radio and news agencies to keep them regularly informed on project activities so as to coordinate appropriate media coverage; Assist in organizing press briefings and conferences as necessary.
6. Disseminate approved project information materials through the appropriate channels
7. Assist with efforts related to the strengthening relations with the reintegration actors in the delivery of reintegration assistance to returning migrants.

8. Provide inputs for the appropriate medium of communication for the project activities.
9. Support communication and visibility actions of other AVRR projects in the mission.
10. Undertake duty travel when necessary.
11. Perform any other duties as may be assigned.

Required Qualifications and Experience

- University degree in from an accredited institution in International Relations, Social Science, Law, Humanitarian Affairs or related field with two years professional experience;
- or alternatively an equivalent combination of related education and professional experience;
- Four years' experience (or three years for candidates holding University Degree) in the field of migration issues including operational and field experience or related field;
- Experience in a communications, media engagement field that includes written submissions of standard befitting an international organization is essential.
- Experience of supporting all aspects of project management and familiarity with international standards and EU regulations a plus.
- Knowledge of social and development issues as well as general migration related issues;
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
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- Preferably within the United Nations or within the international humanitarian field;

Languages

Fluency in **English** and Native Language; Fluency in all languages advantageous;

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

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 Tuesday 26th September, 2017**

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 **SVN2017_49 Lagos. Project Assistant (MM-AVRR/Communications)**

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 13.09.2017 to 26.09.2017