



IOM International Organization for Migration

## SHORT VACANCY NOTICE

### Open to Internal and External Candidates

Position	: <b>NATIONAL PROJECT OFFICER (MM/ LM &amp; DIASPORA)</b>
Organizational Unit	: <b>Migration Management</b>
Duty Station	: <b>Abuja</b>
IOM Classification	: <b>Special Short Term (SST) Grade equivalent, NOA</b>
Type of Appointment	: <b>Contract Basis (Renewable)</b>
SVN No.	: <b>SVN2017_70</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>05 September, 2017</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 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 (MM/AVRR) Lagos, under the direct supervision of the National Programme Officer (MM) and in close coordination with relevant units, the successful candidate will be responsible for co-ordinating and implementation of Labour migration and Diaspora components of the EUTF-IOM joint Initiatives for Migrant Protection and Reintegration for Nigeria, with special focus on the Federal Ministry of Labour and Employment (FMLE) and other actors working on Diaspora policy as key IOM partners. S/he will also coordinate all activities directed at strengthening labour migration management in Nigeria he/she will:

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

1. In coordination with the National Programme Officer (MM), actively contribute to the implementation and monitoring of overall project activities, particularly in relation to labour migration management and strengthening policy frameworks for Diaspora engagement in the country.
2. Act as a resource person for coordination issues between the project partners, implementing agencies, the donor and other counterparts, through monitoring of the work of the coordination groups relevant to labour migration and Diaspora issues, in partnership with the FMLE and key actors working Diaspora activities in the country, providing technical support and guidance.
3. In close coordination with National Programme Officer, facilitate the implementation of capacity building activities of the project, focusing on FMLE and ensuring that IOM standards and operating modalities are met when activities are implemented.
4. In coordination with the National Programme Officer, establish and implement grants disbursement, reporting and monitoring mechanism's, including a comprehensive tracking system to monitor all sub-grants and ensure that relevant documentation can be made available upon request.
5. Formulate and take charge of delivery of training activities addressing specific needs of the FMLE, including in view of increasing capacity of the International Labour Migration Desk (ILMD).

6. In close collaboration with ILMD/NELEX staff, facilitate the delivery of technical support to NELEX in all the six locations, in line with the recommendations of technical assessments carried out.
7. Organize and provide expert advice to the organization of Labour Migration Advisory board and planning workshop meetings to support the implementation of the policy action plan.
8. Support the FMLE and other relevant actors in the development of pilot projects from the Labour Migration Policy Action Plan and ensure that all projects implemented are tracked, monitored and reported.
9. In coordination with the National Programme Officer, facilitate the implementation of the development of national border management strategy for the country and all project related capacity building activities to strengthen the implementation of the strategy.
10. Support the Nigerian National Volunteer Service in the finalization and adoption of National Diaspora Policy, in collaboration with Standing Committee on Diaspora.
11. Support the development and implementation of appropriate and targeted advocacy activities with state and non-state actors, including the media and the Diaspora associations to support the adoption of the National Diaspora policy.
12. Prepare briefs and periodical reports on the status of the programme activities in FMLE and NNVS and support in the preparation of regular reports to the donors, government entities on project activities.
13. Undertake duty travel relating to project activities, monitoring and assessments, liaisons with counterparts and problem solving.
14. 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;
- Masters Degree in above mentioned area;
- or alternatively an equivalent combination of related education and professional experience
- Two years' experience (or none for candidates holding Masters Degree) in related field, preferably Project Management, preferably in Migration Assistance, Labour Migration Capacity Building or related experience.
- Knowledge of social development issues as well as general migration related issues in the country and the region
- 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 or within the international humanitarian field;;

### **Languages**

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

### ***Required Competencies***

#### **Behavioural**

The incumbent is expected to demonstrate the following competencies:

- 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.

Men 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 5<sup>th</sup> 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\_70 Abuja. National Project Officer (MM/ LM & Diaspora)**

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 24.08.2017 to 05.09.2017