

**CALL FOR CVS**  
**Open to Internal & External Candidates**

Position	: <b>Data Assistant- Support Borno State Government Ministry of Women Affairs and Social Development (MWOASD)</b>
Organizational Unit	: <b>Disengagement, Dissociation, Reintegration and Reconciliation (DDRR)</b>
Duty Station	: <b>Maiduguri – Borno State, Nigeria</b>
IOM Classification	: <b>National Consultant</b>
Type of Appointment	: <b>Consultant, 5 Months</b>
SVN No.	: <b>CFCV2023.05</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>17 January 2023.</b>

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity). Applications are welcome from first- and second-tier candidates, particularly qualified female candidates. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

**Context:**

The increased presence of NSAGs such as Boko Haram and the Islamic State West Africa Province (ISWAP), coupled with violence and civil unrest, has generated a social, political and humanitarian crisis in northeast Nigeria. In 2016, the GoN took a notable step with the creation of Operation Safe Corridor (OPSC), an initiative promoting military and civilian agencies' collaboration in the rehabilitation and reintegration of low-risk NSAGs associates.

In 2017 the GoN, through the Office of the National Security Adviser (ONSA), launched the Policy Framework and NAP for Preventing and Countering Violent Extremism (PCVE), confirming that the root causes of violent extremism cannot be addressed with kinetic measures and that it is necessary to adopt a whole of government and a whole of society approach to address the threat represented by the Boko Haram and the ISWAP crisis. The Policy Framework emphasized the value of scaling up disengagement, rehabilitation and community reintegration programming to prevent further violent extremism.

In order to actualise this noble objective, the Government of Nigeria (GoN) developed the (DDRR Action Plan) in 2018, which was agreed by the Office of the National Security Adviser (ONSA), Defence Headquarters (DHQ) and the Federal Ministry of Justice (FMoJ). The DDRR Action Plan aligns with the PCVE Policy Framework as well as other national legislation such as the Terrorism Prevention Act 2013 (as amended), the Administration of Criminal Justice Act 2015, and the Child Rights Act 2003, among others. ONSA has been authorized to lead the coordination and implementation of the DDRR Action Plan in significance of the role as the coordinator of all counter terrorism related operations and activities as well as PCVE in Nigeria.

The DDRR Action Plan aims at mitigating the threat and impact of the Boko Haram crisis in Nigeria and consists of 3 objectives and 10 outcomes. The major objectives are: Contribute to national efforts to prevent and counter violent extremism, advance reconciliation and recovery in conflict-affected communities, strengthen institutional capacities for coordination and management of DDRR related matters.

**Nature of the consultancy:**

The consultant will work along with and collaborate with relevant Borno State Ministries, Departments and Agencies (MDAs), United Nations (UN) agencies, International Non-Governmental Organizations (INGOs), Non - Governmental Organizations (NGOs) and Civil Society Organizations (CSOs). The consultant will support the IOM DDRR Programme team in coordinating all form of data collection, information sharing and management for Programme activities at the transit centers in Borno State.

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

- With the support of the IOM Nigeria DRR Snr Project Coordinator Manager, and under the supervision of IOM DRR Project Officer in Maiduguri, coordinate and maintain good information storing, sharing and management mechanisms based on facilitation and consensus-building. These mechanisms should be inclusive of all the provision of DRR related data and information at the rehabilitation centres as well as community level, whenever required.

Through these coordination mechanisms facilitate the following activities:

- Assist in all aspects and steps of the data collection, data management and ensure the quality of the data collected.
- Support with conducting interviews and filling of "Socio Economic Demographic Profile Survey" and other relevant interview forms.
- Ensure that all relevant project documents and data system are securely kept and up to date.
- Support with training of data enumerators on data collection and entry.
- Archive, collate, and organize all completed and reviewed data and/or file as appropriate.
- Specifically, be responsible for, but not limited to:
- Support with conducting interviews and filling of "Socio Economic Demographic Profile Survey" and other relevant interview forms.
- Input data into the centralized MWOASD database with speed whilst maintaining data integrity and accuracy.
- Support with retrieval and management of information from various rehabilitation centers/camps of DRR beneficiaries and share with IOM DRR Management.
- Support with obtaining information of beneficiaries next of kin (NoK) details, for family tracing and reunification at the rehabilitation centres for successful reintegration.
- Based on profiles received and recorded in MWOASD database, make recommendations for appropriate, effective and sustainable intervention for target population, and provide suggestions for the implementation of appropriate supports/solutions;
- Ensure all forms that require data review and electronic data follow IOM Standard Operating Procedures (SOPs) and forms are updated on timely manner.
- Provide support in the day-to-day implementation, monitoring and recording of relevant DRR activities in MWOASD database.
- Respect of IOM data protection, data sharing and data confidentiality rules and regulations.
- Support in any other task or responsibility that may be requested from the supervisor as well as the project Management team.

### **Performance indicators for the evaluation of results:**

- Satisfactory completion of tasks indicated in the TOR.
- Quality products developed.
- Initiative and problem solving during the development process

### **Travel required:**

Minimal travel required.

### **Education:**

- Degree/Certificate in related field; preferably in IT, Database Management, Information Management of related field; or an equivalent combination of education, training & experience;

### **Experience & Skills:**

- Minimum of 3 years' related working experience in Data collection and data entry, or related field; Demonstrated ability to maintain confidentiality required; preferably experience within the International Humanitarian Field;
- Excellent knowledge of English; Working knowledge of Local Language advantageous; High level of computer literacy; Confidentiality; High level of Integrity; Accuracy & Attention to detail; Excellent communication and interpersonal skills; Ability to work with minimum supervision.

### **Languages:**

Fluency in English and Native Language; Fluency in multiple Native languages 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 - maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism - displays mastery of subject matter

Core Competencies – behavioral indicators

- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Accountability – takes responsibility for action and manages constructive criticisms
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility.
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- 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

**Other:**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This is an International position, candidates residing in a country other than the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment.

**How to apply:**

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position number on subject line by **Tuesday, 17 January 2023** and follow this link: <https://forms.office.com/e/9Ki1reMfv8>

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 **CFCV2023.05 Maiduguri National Consultant. Data Assistant MWOASD**

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV)

**Please note that this position is open only to National applicants and only shortlisted candidates will be contacted.**

**Posting period:**

**From 11.01.2023 to 17.01.2023**

**No Fees:**

**IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.**

