

**SHORT VACANCY NOTICE**

**Open to Internal and External Candidates**

Position	: <b>Project Assistant (MM/CT)</b>
Organizational Unit	: <b>Migrant Protection and Assistance</b>
Duty Station	: <b>Lagos</b>
IOM Classification	: <b>G5</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN2022.159</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>06 December 2022</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 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:**

Under the overall supervision of the Project Officer (AVM/CT)- Lagos and the direct supervision of the National Project Officer (CT), the successful candidate will be responsible for the carrying-out the following duties and responsibilities in relation to Nigeria country office to implement activities under the US State Department funded “Fostering Economic Security through Enhanced Reintegration for Survivors of Trafficking” (ERS) project:

**Core Functions / Responsibilities:**

- Provide support to ERS.
  - Assist in day-to-day implementation, particularly in matters related the logistical and administrative aspects of the project. This may include:
    - Respond to program inquiries and confirm receipt of screening forms, receipts, proofs of payment, etc. for assistance to ERS beneficiaries in Nigeria.
    - Assist in the organization and maintenance of ERS case data relevant to IOM Nigeria.
    - Map relevant stakeholders and work with existing reintegration structures to convene Reintegration Panels and conduct reintegration counselling for the beneficiaries.
    - Gather relevant information for quarterly and final reports for the project and submit to Program Manager.
    - Follow up with IOM partners and finance on missing documentation or follow up information as needed for case management.
    - Keep project records organized and case data current; and
    - Support IOM WASH MEL Specialists with monitoring of reintegration cases.
    - Verify quality of care related materials including screening forms, reports, success stories, etc. and provide recommendations for improvement
- Support the design of ERS awareness raising materials for the VoTs.
- Undertake duty travel as requested.
- Perform other such duties, as may be assigned.

## **Required Qualifications and Experience**

### **Education**

- Completed Bachelor's degree, preferably in psychology, social sciences, or a related field with three years of relevant professional experience

### **Experience**

- Experience in services for vulnerable populations a strong advantage.
- Casework background for human trafficking survivors a strong advantage.
- Understanding of internal and international migration issues and related issues.
- Strong analytical, organizational, and reporting skills.
- Experience in working in an international organization.
- Experience in working in a fast-paced environment.
- Experience in dealing with UN policies, procedures and operations is desirable.
- Demonstrated ability to maintain confidentiality is mandatory.
- Ability to work under time constraints and deadlines in challenging settings.

### **Skills**

- Demonstrated organizational and time management skills.
- Verbal and written communication skills.
- Ability to work quickly and accurately and pay attention to detail.
- Demonstrated ability to maintain integrity in performing responsibilities assigned
- Demonstrated proficiency with Microsoft Office applications and MIMOSA.
- Willingness to assist efficiently in a very busy project environment.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

### **Languages**

English Language is required (Oral and Written)

### **Desirable**

Working knowledge of the 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**

Only candidates residing in the country of the duty station and within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

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, 6 December 2022** and fill this link: <https://forms.office.com/r/zfMhbimUJJ>

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 **SVN2022.159 Lagos. Project Assistant (MM/CT)**

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 23.11.2022 to 06.12.2022**

**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.