



SHORT VACANCY NOTICE

Open to External and Internal Candidates

Position : **Project Assistant (Project Management) G5**
Organizational Unit : **COMITAS**
Duty Station : **Yola**
IOM Classification : **G5**
Type of Appointment : **Special Short-Term (SST) 6 months with the possibility of extension**
SVN No. : **SVN2023.14**
Estimated Start Date : **As soon as possible**
Closing Date : **12 March 2023.**

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:

Disputes which have led to violent conflicts between farmers and herders have been occurring in Nigeria because of competition over natural resources due to demographic growth, the expansion of human settlements, privatization of land, year-round farming practices, environmental degradation, and climate change. These resource-based conflicts have been complicated by ethnic, religious, and political biases.

To contribute to the mitigation of conflict over natural resources, the International Organization of Migration (IOM), Search for Common Ground (SFCG) and Mercy Corps have designed a comprehensive and integrated approach. This approach will be implemented through a project entitled "Contributing to the mitigation of conflict over natural resources between farmer and herder communities in Adamawa and Taraba States, Nigeria" which is commonly referred to as "COMITAS".

The COMITAS project is funded by the European Union (EU) through Neighborhood, Development, and International Cooperation Instrument (NDICI). The project is being implemented in 22 wards and 9 Local Government Areas (LGAs) of Adamawa State and Taraba States of Nigeria.

Under the overall supervision of the Chief of Mission and the direct supervision of the Project Manager (COMITAS), the successful candidate will be responsible for supporting the project management for the project. In particular, the incumbent will perform the following duties:

Core Functions / Responsibilities:

1. In coordination with the Project Manager actively contribute to the overall coordination and project management of the COMITAS project.
2. In coordination with the project manager liaise and collaborate with the consortium partners, government Ministries, Departments and Agencies (MDAs), donors, and other organizations.
3. Monitor the policy environment of national, regional, and global policies related to climate change adaptation, agriculture, livestock transformation, and migration and present information to the supervisor.

4. Monitor developments and trends related to the farmer-herder crisis such as early warning and early response, transhumance migration, climate change adaptation, natural resource management, livelihoods, social cohesion, and peacebuilding, and present information to the supervisor.
5. Provide administrative support for the preparation of concept papers and project proposals.
6. Support in drafting and reviewing reports and communications related to the project such as policy briefs, information sheets, and newsletters.
7. Liaise with other resource management, communications, M&E, DTM, and OSS to support project implementation.
8. Coordinate the organization of workshops, meetings, seminars, training, and conferences at the national and state levels.
9. Undertake duty travel related to liaison with counterparts and partners as required.
10. Perform such other duties as may be assigned.

Required Qualifications and Experience

- Experience in developing and maintaining partnerships with government counterparts, UN agencies, donors, and NGO partners.
- Familiarity with the national, regional, and global policies related to climate change adaptation, migration, environmental protection, internal displacement, and human rights.
- Familiarity with donor rules, regulations, and grant processes of key institutional donors such as the European Union (EU).
- Strong communication, negotiation, and facilitation skills.
- Extensive experience in humanitarian relief, peace, community stabilization, and development projects and programmes.

Education

University degree in International Relations, Political Science, Disaster Management, Development Studies, or a related relevant discipline from an accredited academic institution or University degree in the above fields with three years of relevant professional experience.

Skills:

- Strong communication, negotiation, and facilitation skills.
- Proven experience in developing donor-funded proposals with key institutional donors.

Languages

Fluency in English and working knowledge of the local language.

Required Competencies

The incumbent is expected to demonstrate the following values and 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.

Core Competencies – behavioral 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 actions 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 the position applied on the subject line by **Sunday, 12 March 2023**, and follow this link: <https://forms.office.com/e/2aX4qFJvGJ>

For the applications to be considered valid, IOM only accepts applications with a cover letter of not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)**, and with a subject line **SVN2023.14 Yola Project Assistant COMITAS G5**

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 27.02.2023 to 12.03.2023

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.