



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Protection Assistant (PxD/Protection) (3 positions)**
Organizational Unit : **Migration Management (Protection)**
Duty Station : **Lagos**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.112**
Estimated Start Date : **As soon as possible**
Closing Date : **31 October 2023**

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. 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:

Working under the overall supervision of the Protection Officer, and under the direct supervision of the National Project Officer (Protection & PSEA), and in close collaboration and consultation with other units within the Migrant Protection and Assistance Department (PxD). The successful candidate will be responsible for the implementation and monitoring of the Protection interventions including capacity development for state level actors on protection assistance for migrants in vulnerable situations as well as to support rehabilitation and reintegration activities.

Core Functions / Responsibilities:

1. Support the implementation of the plan of activities of the project(s) under the direct coordination of the National Project Officer (Protection); support day to day activities and administrative processes; report regularly on the challenges and progress recorded in realization of activities.
2. Support the organization of Disability and GBV interventions including direct liaison with respective state actors working in this space.
3. Assist with monitoring case management and support of vulnerable migrants activities, including conducting screening interviews and intake as required, as well as referrals for treatment (e.g. screening, interviewing, counselling, referral or assistance).
4. In line with the existing Internal guidance notes and SOP on FTR, assist the organization with relevant stakeholders to provide family tracing and reunification (FTR) and reintegration support to unaccompanied and separated children (UASC) and adult migrants unable to make decisions for themselves.

5. Support the monitoring of the reintegration of beneficiaries related activities when necessary and utilize the case management tracking tool to ensure 100% MIMOSA compliance.
6. Assist with the implementation and maintenance of the beneficiary profile and needs assessment formats and ensure that information on the migrant is codified and stored in a database (MIMOSA) for further processing, analysis, and reporting.
7. Assist in communicating with appropriate IOM units and field offices, including psychosocial assistance, counter-trafficking et al;
8. Facilitate temporary shelter placement for vulnerable migrants when required.
9. Support the monitoring of the reintegration of beneficiaries' related activities when necessary.
10. Assist in the coordination of inter-agency fora (e.g. Protection cluster, child-protection sub-cluster, gender-based violence sub-cluster, relevant task forces, etc) and monitoring the protection needs of mobile populations as well as communities affected by mobility and their systematic reporting and solution;
11. Conduct field visits, as and when necessary.
12. Perform such other duties as may be assigned.

Education:

- Completed University degree from an accredited institution in International Relations, Social Science, Economics, Migration studies, Law, Humanitarian Affairs, or related field with two years of professional experience, preferably in the field of migration management, or
- High School diploma with four years of professional experience, preferably in the field of migration management

Experience:

- Experience preferably in supporting migration management, protection, and/or GBV, and related areas;
- Good knowledge of administration and evaluation of concepts and procedures.
- Experience in liaising with government, international organizations, and private sector entities
- Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Experience in supporting all aspects of project management and familiarity with international protection standards and EU regulations is desirable.
- Experience in human relations, and management support.
- Experience in liaising with state and non-state actors including international institutions.
- Ability to work and deliver within short timelines and support large groups of vulnerable migrants.
- Strong analytical, organizational, and reporting skills.
- Good communication, interpersonal, and negotiation skills
- Demonstrated proficiency in Microsoft Office applications, including Excel, and PowerPoint, Good knowledge of information technology, and proficiency in Microsoft Office applications, especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Knowledge of social development issues as well as general migration related issues in the country and the region
- Proven experience in liaising and building effective partnerships with donors, government authorities, private sector entities, other national/international institutions, and local and international NGOs.

Languages:

Fluency in English (oral and written) required, working knowledge of the local language.

Skills:

- Knowledge and understanding of IOM's institutional approach on protection and related strategies, policies, rules and regulations;
- Knowledge of the UN system and architecture.
- Knowledge of mainstreaming protection best practices and partnership models to ensure coordination of the same across a diversified range of actors; and
- Demonstrated ability to maintain confidentiality is mandatory.

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: maintain 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

Core Competencies – behavioural indicators *level 2*

- 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.

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, 31 October 2023** and follow this link: <https://forms.office.com/e/TM96hy0WqJ>

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 **SVN2023.112 Protection Assistant (PxD/Protection) Lagos.**

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 **18.10.2023 to 31.10.2023**