



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Protection Assistant (PxD/Protection)**
Organizational Unit : **Migration Management (Protection)**
Duty Station : **Benin City**
IOM Classification : **G5**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.114**
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 Programme Manager (PxD) and 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 support strengthening protection systems at state level, 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 support rehabilitation and reintegration activities.

Core Functions / Responsibilities:

1. Assist in carrying out assessments of protection needs, identify problems/gaps, and propose actions to respond to the identified problems/gaps in close coordination with the Protection Officer.
2. Support in the implementation of the victim protection activities and deliverables under the direct coordination of the Protection Officer; support day to day activities and administrative processes; report regularly on the challenges and progress recorded in the realization of activities including timely delivery, quality control, administrative matters, follow-up, and financial support.
3. Support liaisons to strengthen partnerships with relevant governmental, non-governmental, international organizations as well as other relevant stakeholders to enhance coordination platforms for providing rehabilitation and reintegration support.
4. Assist monitoring case management and support to migrants in vulnerable situations activities, including conducting screening interviews, referrals for provision of immediate rehabilitation and recovery support, assist with the coordination of medical care, psychological counselling, emergency assistance, hospitalization, as well as

shelter assistance, where required. Adhere to IOM's internal guidance, policies, and principles in the identification of target groups and assistance provision.

5. Assist with the identification of the immediate needs of migrants in vulnerable situations including GBV survivors and victims of trafficking, including conducting registration, screening interviews and intake as required.
6. Facilitate temporary shelter placement for vulnerable migrants when required.
7. Assist with the development of the beneficiary profile and needs assessment formats. Offer available counselling services to the returnees that may facilitate their smooth socio-economic reintegration.
8. Support the organization of Disability and GBV interventions including direct liaison with respective state actors working in this space.
9. Support the monitoring of the reintegration of beneficiaries related activities when necessary and utilize the case management tracking tool to ensure 100% MIMOSA compliance.
10. In line with the existing Internal guidance notes and SOP on FTR, assist in the coordination 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.
11. Facilitate cooperation with national stakeholders, and organize work meetings, thematic workshops, and training sessions of partner NGOs, local authorities, and public institutions, engaged in the process of identification, referral, and support of VoTs and other vulnerable migrants.
12. Assist in implementing agreements and monitoring partners delivering protection services on behalf of IOM.
13. Assist in drafting regular reports covering protection and assistance activities; contribute to the briefing preparation, statistical/narrative reports, and background information as required including specific information requested by Governments and other entities in close coordination with the Protection Officer.
14. Submit monthly monitoring reports on time.
15. Conduct field visits, as and when necessary.
16. 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 three years of professional experience, preferably in the field of protection, or
- High School diploma with five years of professional experience, preferably in the field of protection

Experience:

- Experience in human relations, and management.
- Experience preferably in migration management, protection, and/or social work and related areas.
- 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
- Experience supporting the complete cycle of projects implementation, including monitoring, evaluation, and reporting.
- 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 to protection and related strategies, policies, rules, and regulations.
- Knowledge of the UN system and architecture.
- Knowledge of 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:

Values

- Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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 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.

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/NWx0wsm8QQ>

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 **SVN2023.114 Protection Assistant (PxD/Protection) Benin City.**

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**