



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (AVRR/PxD) 4 Positions**
Organizational Unit : **Protection Division**
Duty Station : **Lagos**
IOM Classification : **G4**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.121**
Estimated Start Date : **As soon as possible**
Closing Date : **07 November 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:

Irregular migration along the Central Mediterranean Route (CMR) remains one of the most dangerous migration routes worldwide. A significant number of Nigerian citizens continue to travel within West Africa and Northern Africa, in search of better economic opportunities. IOM data shows that from 2017 to date, 30% of migrants in transit and destination countries in the CMR route experience exploitative practices during their migratory journey and protection services. Those willing to return to Nigeria need to have access to comprehensive and sustainable reintegration assistance through national and regional mechanisms which remain limited. To meet these challenges and needs, IOM has partnered with the Federal Government of Nigeria, state actors, national and international NGOs in Nigeria, with the support from the European Commission (EU), the governments of The Netherlands, Italy and Switzerland. Through this partnership, a comprehensive protection programme aimed at promoting the security, dignity and rights of migrants along this dangerous migration route and improve the reintegration of returnees through an innovative approach is in place. The Migration Governance programme focuses on broader programme areas which includes different types of interventions, such as protection and assistance to vulnerable migrants, counter-trafficking (CT) activities, assistance for voluntary return and reintegration (AVRR), mental health and psychosocial support (MHPSS), migration data and facilitating regular migration pathways. The Migration Governance programme is strategically aimed at fostering synergies through a whole of government and whole of society approach that leverages on partnerships with actors in the migration space, strengthening the technical and material capacities of the authorities and organizations for sustainable project outcomes. A major component of the migration governance programme is the protection assistance programme where over 18,000 received comprehensive reintegration assistance. Reintegration assistance can be considered sustainable when returnees have reached levels of economic self-sufficiency, social stability within their communities, and

psychosocial well-being that allow them to cope with and resist to (re)migration drivers. Having achieved sustainable reintegration, returnees are able to make further migration decisions as a matter of choice rather than necessity.

Working under the overall supervision of the National Project Officer (PxD/AVRR) and the direct supervision of the Senior Project Assistant (PxD/AVRR), and in close collaboration and consultation with other units within the PxD and LMI Unit, the successful candidate will be responsible to assist the implementation and monitoring of the AVRR interventions, with a view to strengthen local actors' capacities especially at state level to provide improved rehabilitation and reintegration support services.

Core Functions / Responsibilities:

1. Provide overall support to the day-to-day implementation of reintegration projects under PxD through rights-based approaches.
2. Provide rehabilitation and reintegration support to returned migrants in close coordination with the Senior Project Assistant, by preparing, screening filing, and presenting the documentation of vulnerable cases for references and monitoring.
3. Provide technical and administrative support to relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance.
4. Support liaisons with relevant governmental, non-governmental (NGOs), international organizations as well as other relevant stakeholders, on partnerships and assistance to migrants in coordination with the supervisor.
5. Distribute travel allowances and return grants to returning migrants, as appropriate.
6. Contribute to review conditions of the business plan as pertaining to the reintegration programs and raise any issues. Carry-out field visits to the beneficiaries' business sites to monitor the implementation of the activities.
7. Assist with the development of the beneficiary profile and needs assessment formats and ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in MIMOSA.
8. Collect, prepare, and present information through periodic and ad-hoc monitoring reports on reintegration activities for evidenced-based programming. Assist in the preparation for the exchange of information to relevant counterparts.
9. Facilitate the entry of returning migrant data as required in MiMOSA and/or other relevant database as required by the project in coordination with the Senior Reintegration Assistance. Prepare data for further processing, analysis and reporting.
10. Support the monitoring of the reintegration of beneficiaries related activities when necessary.
11. Provide support to the assessment of the qualitative and quantitative impact of grants and community projects.
12. Undertake duty travel as required.
13. Perform any 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 related professional experience, preferably in migration related operational and field functions.

Experience:

- Experience in working with migrants and source/transit communities; particularly the socio-economic reintegration of returnees or other groups.

- Familiarity with programmatic issues surrounding return, reintegration, and migration management.
- 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:

- Demonstrated ability to maintain confidentiality is mandatory.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Good communication skills (Oral and Written).
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Ability to independently carry out tasks.
- Ability to multi-task and to prioritize required.

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, 7 November 2023** and follow this link: <https://forms.office.com/e/dzM0EdFqjK>

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 **SVN2023.121 Project Assistant (AVRR/PxD) G4 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 **25.10.2023 to 07.11.2023**