



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal & External Candidates**

Position : **Project Assistant AVM/CT (Case Management and Logistics)**  
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. : **SVN2023.128**  
Estimated Start Date : **As soon as possible**  
Closing Date : **09 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](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:***

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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.

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 Assistance to Vulnerable Migrants and Counter Trafficking Project Officer, the National Project Officer (CT) and direct supervision of the Senior Project Assistant, and in close collaboration and consultation with other units within the Department of Programme Support and Migration Management , the Project Assistant (CT) will contribute to the implementation of activities in the thematic area of Counter Trafficking and Assistance to Vulnerable Migrants under the Protection Division focusing of administrative and financial management, case management, reporting and facilitate the provision of direct assistance to trafficked victims, as well as the implementation of service delivery support by partners and the sustainable rehabilitation and reintegration of VoTs.

***Core Functions / Responsibilities:***

1. Support the implementation of the Counter-Trafficking and Victim Protection activities and deliverables, including timely delivery, quality control, administrative matters, follow-up, and financial support.
2. Assist in monitoring of the case-management of vulnerable migrants and victims of trafficking and support, including conducting screening interviews and intake as required.
3. Assist in the identification of TVETS, Service Providers and support strengthening the cooperation between IOM and relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance and contribute to the provision of comprehensive assistance to migrants vulnerable to Violence, Exploitation and Abuse.
4. Carry out individual screening interviews with victims of trafficking and other vulnerable migrants and refer them to immediate rehabilitation and recovery support, including referral for medical care, psychological counselling, emergency assistance, hospitalization, as well as shelter assistance for consulted persons, where required.
5. Adhere to IOM's internal guidance, policies, and principles in the identification of target groups and assistance.
6. Assist in developing the beneficiary profile and needs assessment formats and ensure that information on returnees is codified and store into a database (MiMoSa) for further processing, analysis, and reporting.

7. Support the operationalisation of the contextualised standardized victim screening, identification, referral and reporting tools, including respective indicators and launch at state level.
8. Assist in facilitating access to justice for VoTs and support coordination of activities for VoTs on their rights and available protection, as well as with private sector actors supporting rehabilitation and reintegration efforts.
9. Assist in organizing the logistics for charter flights, meetings and workshops at federal and state level and ensure timely payments of partner entitlements.
10. Assist in compiling inputs and prepare periodic donor reports and updates, including preparation of narrative and financial project reports and ensure submission of monthly and quarterly monitoring reports on time.
11. Support the monitoring of the reintegration of beneficiaries related activities when necessary.
12. Conduct field visits, as and when necessary and perform any other duties as may be assigned.
13. Perform other duties as assigned within the scope of duty.

***Education:***

- Completed University degree from an accredited institution in International Relations, Social Science, Economics, Migration studies, Law, Humanitarian Affairs, Social Science, or related field with minimum two years of progressive relevant experience in the field of migration issues including operational and field experience.

***Experience:***

- Experience in case management, counselling, facilitating access to justice, human relations, and management.
- Knowledge and understanding of IOM's institutional approach on protection and related strategies, policies, rules, and regulations.
- Experience in working in projects focusing on migration, protection, and assistance to migrants vulnerable to violence, exploitation, and abuse.
- 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 and experience in project implementation, monitoring, evaluation, and reporting.
- Experience working with TVET institutions for skills training of vulnerable migrants.
- Demonstrated ability to maintain confidentiality is mandatory.
- Experience in liaising with governmental authorities, other national actors / international institutions.

***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 **Thursday, 09 November 2023** and follow this link:

<https://forms.office.com/e/T2uNuYptJJ>

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 **SVN2023.128 Project Assistant AVM/CT (Case Management and Logistics) 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 **27.10.2023 to 09.11.2023**