



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **National Research, Data and Policy Officer**
Organizational Unit : **Labour Mobility and Social Inclusion (LMI)**
Duty Station : **Abuja**
IOM Classification : **NOA**
Type of Appointment : **Special Short-Term (SST) 6 months with the possibility of extension**

SVN No. : **SVN2023.131**
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. 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.

Organizational Context and Scope:

IOM's Migration Governance interventions in Nigeria, fall within the five thematic areas within the framework of the National Migration Policy (2015) namely: migration data, labour migration, diaspora engagement, border management (smuggling of Migrants and anti-trafficking interventions) and migrants protection assistance (MPA) 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. To meet these needs, IOM has partnered with the Federal Government of Nigeria, state actors, national and international NGOs in Nigeria, with the support from donor partners to develop tailored projects that are aligned to Government priorities and promote the rights of migrants.

Under the direct supervision of the Programme Officer, in coordination with relevant thematic leads at the country, regional and global levels, the successful candidate will be responsible for the coordination of the implementation and monitoring of Migration Management activities related to Migration data, research and policy. The incumbent will support

the implementation of programmes, including reviewing and implementing the National Migration Policy and other migration related policies and strategy documents, strengthening data management and research capacities, and promoting collaboration among migration stakeholders, ultimately contributing to sustainable and inclusive migration governance in Nigeria.

Responsibilities and Accountabilities:

1. Assist in the coordination and monitoring of the operational, administrative and financial aspects of the projects, particularly in relation to migration data, research, and policy coordination activities to improve migration governance in the country in accordance with IOM policies and practices as well as donor's requirements.
2. Keep the supervisor informed on the status of project implementation; identify gaps and suggest actions to improve implementation.
3. Participate in developing and adjusting work plans, project budgets, Monitoring and evaluation tools and standard operations procedures.
4. Support the conduct of research on relevant topics, issues, or policies, including data collection and analysis from various sources through surveys, databases, and literature reviews, ensuring data integrity and accuracy during the process.
5. Coordinate timely preparation and dissemination of project reports in accordance with IOM procedures and donor requirements.
6. Liaise and coordinate with donors, partners, United Nations agencies, local authorities stakeholders and government counterparts.
7. Contribute to planning, developing, organizing and delivering capacity-building activities targeting IOM staff, government and civil society partners, implementing partners and communities.
8. Attend relevant conferences, workshops, working groups, interagency coordination meetings, and other forums.
9. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
10. Supervise and provide training and technical guidance to project staff.
11. Undertake duty travel relating to project implementation, monitoring visits, project assessments, liaison with counterparts, etc.
12. Undertake duty travel as required.
13. Perform other related duties as required.

Required Qualifications and Experience

EDUCATION

- Bachelor's degree in political or social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Computer sciences, Information Management or related fields from an accredited academic institution with two years of relevant professional experience; or,
- Master's degree in the above-mentioned fields.

EXPERIENCE

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organisations.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- Strong analytical skills to gather, analyse, and interpret data and research findings, proficiency in quantitative and qualitative research methods.
- Excellent written and verbal communication skills, including experience in writing reports, policy briefs, and other documents for various stakeholders. Knowledge of social development issues, migration and general migration-related issues in the country and the region.
- Prior work experience with international humanitarian organisations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Strong planning, coordination, and logistics skills related to implementation of project activities.
- Ability to use data analysis tools and software such as Excel, statistical software (e.g., R or Python), and data visualization tools (e.g., Tableau).
- Good communication skills.
- High level of computer literacy (Word, Outlook, Excel, PowerPoint).
- Ability to independently carry out tasks.
- Ability to work effectively with government counterparts.
- Good presentational skills.

Languages

REQUIRED

External applicants for all positions in the General Service / National Officer category are required to be proficient in English and multiple Native languages

For all applicants, fluency in English is required (oral and written).

DESIRABLE

Working Knowledge in multiple national languages is an advantage.

Competencies¹

The incumbent is expected to demonstrate the following values and competencies:

VALUES - All IOM staff members must abide by and demonstrate these five values:

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

Integrity and transparency: Maintains 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.

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

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 actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

MANAGERIAL COMPETENCIES - Behavioural indicators – Level 2

Leadership: Provides a clear sense of direction, leads by example and demonstrates the ability to carry out the Organization's vision. Assists others to realize and develop their leadership and professional potential.

Empowering others: Creates an enabling environment where staff can contribute their best and develop their potential.

Building Trust: Promotes shared values and creates an atmosphere of trust and honesty.

Strategic thinking and vision: Works strategically to realize the Organization's goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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 the position applied in the subject line by **Thursday, 09 November 2023**, and follow this link: <https://forms.office.com/e/c8Xxs1tBT4>

In order 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 **SVN2023.131. Abuja. National Research, Data and Policy Officer NOA.**

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**

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.