



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Senior Project Assistant – Child Protection**
Organizational Unit : **Protection Division**
Duty Station : **Lagos**
IOM Classification : **G6**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**
SVN No. : **SVN2023.139**
Estimated Start Date : **As soon as possible**
Closing Date : **16 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.

Working under the overall supervision of the Programme Manager (PxD) and direct supervision of the Protection Officer and in close collaboration and consultation with other units within the Migrant Protection and Assistance Department

(PxD).The successful candidate will support strengthening of Child protection systems at state level, Supervise and provide technical guidance to case workers well as implementation and monitoring of the Protection interventions including capacity development for state level actors with a view to strengthen rehabilitation and reintegration activities as well as supervision of case management for the team.

Core Functions / Responsibilities:

1. Assist in the planning, coordination, and monitoring of the implementation of the Protection interventions and deliverables, including timely delivery, quality control, administrative matters, follow-up, and financial support.
2. Support liaisons to strengthen partnerships with relevant governmental, non-governmental, international organizations as well as other relevant stakeholders to enhance coordination platforms for child protection, gender-based violence and disability in the state.
3. Organize work meetings, thematic workshops and training sessions for state authorities, local partner NGOs and public institutions engaged in providing protection and assistance to migrant children.
4. Provide basic technical support to project development, strategic planning, and reporting for Protection interventions.
5. In line with the existing Internal guidance notes and SOP on FTR, coordinate 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.
6. Support the operationalization of Best Interest Procedure guidelines and Family tracing and Reunification Standard operating procedures as well establishment of BIP panels for states that have adopted these policy documents.
7. Supervise and provide technical guidance to case workers for the provision of immediate rehabilitation, reintegration, and recovery support, including coordination of medical care, psychological counselling, emergency assistance, hospitalization, as well as shelter assistance for consulted persons, if needed.
8. Provide technical and administrative guidance to relevant state and non-state actors, including Technical Education and Vocational Training institutions, involved with providing rehabilitation and sustainable reintegration assistance.
9. Compile inputs and prepare periodic donor reports and updates, including preparation of narrative and financial project reports. Conduct field visits, as and when necessary.
10. Facilitate the sharing and learning on policy and programmatic work and strengthen the culture of knowledge management and sharing among the organization and the programme team (covering good practices and lessons learned from programmatic work).
11. Assist in establishing, liaising, and maintaining working relations with government entities, local authorities, implementing partners, UN agencies, and other stakeholders, as relevant to the projects and activities of the thematic areas.
12. Perform any other duties as may be assigned.

Education:

- Completed University degree from an accredited institution in International Relations, Social Science, Law, Social Work, Humanitarian Affairs, International Development, Child Protection, or related field with minimum of four years of relevant professional experience in the field of migration issues including operational and field experience.

Experience:

- Experience in providing support to project management is required, preferably with a legal or human relations background.
- Experience in child 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 the project cycle, including proposal development, project implementation, monitoring, evaluation, and reporting.
- Proven experience in liaising and building effective partnerships with either donors, government authorities, other national/international institutions, or local and international NGOs.

Languages:

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

Skills:

- 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.
- Strong planning, coordination and logistics skills related to implementation of project activities.
- 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 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 - Behavioral 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 position applied on subject line by **Wednesday, 16 November 2023** and follow this link:

<https://forms.office.com/e/8UsmrTeXwx>

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 **SVN2023.139 Senior Project Assistant – Child Protection G6**

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 **03.11.2023 to 16.11.2023**