



SHORT VACANCY NOTICE

Open to Internal Candidates Only

Position	: Junior Project Assistant Information Counselling and Referral Services (ICRS) Outreach (2 Positions)
Organizational Unit	: DDRR
Duty Station	: Maiduguri
IOM Classification	: G3
Type of Appointment	: Special Short-Term (SST) 6 months with the possibility of extension
SVN No.	: SVN2023.57
Estimated Start Date	: As soon as possible
Closing Date	: 18 May 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:

Under the overall supervision of the DDRR Senior Project Coordinator and under the direct supervision of the ICRS Programme Officer, the successful candidate will be supporting the implementation, and monitoring of outreach and reconciliation field activities and providing assistance to the program beneficiaries. Undertake outreach field visits and coordinate rapid response interventions to support the timely implementation of the Projects activities as well as support the implementation of the Reconciliation and peacebuilding component of the DDRR program. S/he will;

Core Functions / Responsibilities:

1. Support in the implementation of the outreach and reconciliation activities including beneficiary profiling and data entry as well as work efficiently with Social Cohesion Platform members and the other relevant partners to implement as necessary.
2. Support the establishment, and reshuffling of Social Cohesion Platforms and support outreach and reconciliation activities carried out by the platform members across BAY states.
3. Conduct sensitization to prepare the community for beneficiaries' reintegration, acceptance, and support coordination of rapid response interventions.
4. Conduct Family tracing and support beneficiaries and family reunification and follow-up.
5. Support the ICRS Programme Officer and Senior Program Assistant, in monitoring the activities of implementing partners, particularly IPs implementing social impact projects, and provide regular updates.
6. Conduct a Service Providers Mapping Exercise and identify local partners for possible cooperation in assisting the target population.
7. Perform other related duties incidental to the work described herein and/or assigned by ICRS Programme Officer or Snr Program Assistant (RR).

Required Qualifications and Experience

- Experience in Income-Generating Projects, Business Development, Community Economic Development, Conflict Resolution, Community Participation, and/or Psychosocial Projects.
- Experience working with local authorities, stakeholders, beneficiaries, and the broader community;
- Experience in IOM administrative processes.
- Experience in the usage of office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and data analysis.

Education

- University degree from an accredited institution in International Relations, Social Science, Law, Development and Humanitarian Affairs, Psychology, Social work, or a related field with one year of relevant professional experience.
- School diploma with three years of relevant professional experience.

Skills:

- Demonstrated proficiency with 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.
- Excellent organizational and time management skills.
- Knowledge of local community structures and dynamics.
- Ability to work effectively with diverse groups and individuals.
- Proficiency in conflict resolution skills.
- Ability to think critically and analytically.

Languages

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

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

Required Competencies

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

Values

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Core Competencies – behavioral 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.

An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

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 on the subject line by **Thursday, 18 May 2023**, and follow this link: <https://forms.office.com/e/KN4gznxEkS>

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 **SVN2023.57 Maiduguri Junior Project Assistant Information Counselling and Referral Services G3**

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 05.05.2023 to 18.05.2023

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

