



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

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

Position : **Project Assistant (2 positions)**  
Organizational Unit : **Displacement Tracking Matrix (DTM)**  
Duty Station : **Katsina & Kaduna**  
IOM Classification : **G4**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2023.62**  
Estimated Start Date : **As soon as possible**  
Closing Date : **24 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](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:***

Under the overall guidance of the Head of the Sub-Office, the general supervision of the DTM Coordinator, the technical supervision of the DTM Project Officer, and the direct supervision of the Programme Officer in Katsina, the successful candidate will be accountable and responsible for supporting the implementation, of the Displacement Tracking Matrix (DTM-TTT) operational activities. S/he will coordinate, in close collaboration with the partners in the field, the data collection process and analysis s/he has been assigned.

### ***Core Functions / Responsibilities:***

1. Support the implementation of activities to collect, analyze and disseminate data on IDPs and returnees in close collaboration with Government counterparts, Stakeholders, and other relevant DTM-TTT partners in the field.
2. Support organizing DTM-TTT training to partners, including field enumerators, on data collection and analysis based on the DTM methodology and tools to contribute to capacity building.
3. Support administrative arrangements in the field, including timely/accurate submission of timesheets for staff payments, other financial and logistics matters, and review/endorsement of bills and invoices.
4. Responsible for sending the information collected on the field in a timely manner and according to the standards and requirements of the DTM-TTT program.
5. Keep abreast of all stakeholders and interagency assessments, reports, and relevant material, especially under the TTT.
6. Provide input to a narrative report regarding implementing DTM-TTT activities weekly, quarterly, mid-point, and annually, including other ad-hoc reports or situational analyses.

7. When authorized, represent the DTM-TTT in all meetings and events organized at the local level and keep DTM management in the loop.
8. Promote effective partnership by collaborating with DTM-TTT partners in the field during data collection, including IOM staff, to achieve shared goals and optimize results.
9. Respect individual and cultural differences, encourage diversity by maintaining high ethical standards, and act consistently with organizational principles/rules and standards of conduct.
10. Work in a composed, competent, and committed manner and exercise careful judgment in meeting day-to-day challenges, including the flexibility to be deployed or redeployed under short notice, where deemed necessary.
11. Perform other relevant duties as assigned

***Education:***

University degree / Diploma in humanitarian, political, social science, or related field.

***Experience:***

Minimum two years' experience in a related field; experience in statistical tools, reporting, and liaising with government authorities advantageous, preferably within the international humanitarian area.

***Languages:***

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

***Skills:***

- Strong communication, organizational, and interpersonal relationship skills.
- Hard working, good team player, dedicated, and able to monitor and follow up on pending matters.
- Ability to meet deadlines and work under pressure with minimum supervision.

***Required Competencies:***

**Behavioural**

The incumbent is expected to demonstrate the following 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.
- Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

**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 action 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 **Wednesday, 24 May 2023** and follow this link: <https://forms.office.com/e/A9A63PYJL3>

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 **SVN2023.62. Project Assistant (Katsina & Kaduna)**.

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 **10.05.2023 to 24.05.2023**