



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal and External Candidates Only**

Position : **Senior Project Assistant (Socio-Economic Support)**  
Organizational Unit : **Disengagement, Disassociation, Re-Integration and Reconciliation (DDRR)**  
Duty Station : **Maiduguri**  
IOM Classification : **G7**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility**  
SVN No. : **SVN2024.53**  
Estimated Start Date : **As soon as possible**  
Closing Date : **26 June 2024**

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 supervision of the Disengagement, Disassociation, Reintegration, and Reconciliation IOM Nigeria (DDRR) Programme Manager, and the direct supervision of the DDRR Information, Counselling and Referral Services (ICRS) Project Officer, and in coordination with the RR Knowledge Management and M&E Officer the successful candidate will be responsible and accountable for managing the socio-economic support DDRR and ICRS project activities in the Northeast of Nigeria:

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

1. Independently lead and coordinate the implementation of the DDRR / ICRS Programme activities with a focus on Socio-Economic support; monitor implementation of the activities to ensure work is proceeding accordingly to established plans; analyse implementation difficulties and make recommendations for adjusting implementation modalities and work plans to best reflect changing environment on the field.
2. Regularly research, follow-up, compile, analyse and present information/data on national, regional and international developments, reports, legislation and other relevant documentation, highlighting noteworthy issues for the consideration of appropriate parties, in areas related with DDRR / ICRS Programme activities.
3. Monitor budget expenditures; verify availability of funds and maintain a proper record of approved project budgets and their revisions for DDRR / ICRS related activities.
4. Coordinate and monitor the financial, administrative and technical aspects of the project in line with IOM policies and donor requirements.
5. Plan, coordinate and conduct capacity building workshops for relevant internal and external parties on DDRR / ICRS socio-economic support related areas.
6. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project in DDRR / ICRS related areas.

7. Coordinate the preparation of correspondence, briefing notes, presentations, narrative and financial reports; ensure status reports are prepared and submitted in a timely manner.
8. Identify and document good practices and lessons learned; contribute to the development of Standard Operations Procedures (SOP), policies and concept papers and support the development of new projects.
9. Supervise and provide guidance and training to reporting staff.
10. Perform other related duties as assigned.

**Education:**

- School diploma with seven years of relevant experience; or,
- Bachelor's degree in, Psychology, Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Economy, or related fields from an accredited academic institution with two years of relevant professional experience.

**Experience:**

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations; in DDDR related areas.
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi- cultural setting is an advantage.

**Languages:**

- Fluency in English (oral and written), Desirable Language is Hausa and Fulani required.

**Skills:**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulation

**Required Competencies:**

**Behavioural**

The incumbent is expected to demonstrate the following 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 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.
- 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 action 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 position applied on subject line by **Wednesday, 26 June 2024** and also fill this link: <https://forms.office.com/e/HqcZnPnxji>

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 **SVN2024.53. Maiduguri. Senior Project Assistant (Socio-Economic Support) - G7.**

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 **18.06.2024 to 26.06.2024**

### **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.**