



IOM International Organization for Migration

SHORT VACANCY NOTICE

Position	: Project Assistant CT/AVM
Organizational Unit	: Migration Management
Duty Station	: Lagos, Nigeria
IOM Classification	: G5
Type of Appointment	: Special Short Term (SST) 6 Months with possibility of extension
SVN No.	: SVN2020.82
Estimated Start Date	: As soon as possible
Closing Date	: 06 December, 2020

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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 environment. Internal candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Working under the overall supervision of the Project Officer (CT/AVM), Lagos, and the direct supervision of the National Programme Officer (CT/AVM), Lagos the successful candidate will contribute to the implementation of activities in the thematic area of Counter Trafficking and Assistance to Vulnerable Migrants under the Migration Management unit, addressing prevention of human trafficking and provision of direct assistance to trafficked victims, as well as the implementation of service delivery support by partners and the sustainable rehabilitation and reintegration of VoTs:

Core Functions / Responsibilities:

1. Support the implementation of IOM Lagos' Counter-Trafficking and Victim Protection activities and deliverables, including timely delivery, quality control, administrative matters, follow-up, and financial support.
2. Assist with monitoring the case-management of vulnerable migrants and victims of trafficking and support, including conducting screening interviews and intake as required.
3. Facilitate cooperation with national stakeholders, organize work meetings, thematic workshops and training sessions of partner NGOs, local authorities, and public institutions, engaged in the process of identification, referral and support of VoT and vulnerable migrants.
4. Carry out individual consultations with victims of trafficking and provide immediate rehabilitation and recovery support, including medical care, psychological counselling, emergency assistance, hospitalization, as well as

- shelter assistance for consulted persons, if needed. Ensure adherence to IOM's internal guidance, policies, and principles in the identification of target groups and assistance provision.
5. Assist in providing material and overall training support to relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance.
 6. Develop the beneficiary profile and needs assessment formats and ensure that information on returnees is codified and store into a database (MiMoSa) for further processing, analysis, and reporting.
 7. Support the development of contextualised standardized victim screening, identification, referral and reporting tools, including respective indicators and launch at state level.
 8. Guided by the existing SOP, coordinate with UNICEF to provide family tracing and reunification (FTR) and reintegration support to unaccompanied and separated migrant child (USMC).
 9. Assist in the design, development and implementation of awareness raising activities for VoTs on their rights and available protection, as well as with private sector actors supporting rehabilitation and reintegration efforts.
 10. Compile inputs and prepare periodic donor reports and updates, including preparation of narrative and financial project reports.
 11. Support IOM Monitoring and Evaluation Team (MET) of the project where necessary, including preparation of reports, and the assessment of the qualitative and quantitative impact of grants and community projects
 12. Ensure that monthly monitoring reports are submitted on time.
 13. Conduct field visits, as and when necessary.
 14. Carry out any other duties that may be assigned from time to time

Required Qualifications and Experience

- University degree in International Relations, Social Sciences, Law, Humanitarian Affairs, or a related field from an accredited academic institution with 3 years of relevant experience or High School Diploma in the above fields with five years of relevant working experience
- Experience in counter trafficking, protection of vulnerable migrants, GBV or similar area.
- Demonstrated ability to maintain confidentiality is mandatory.
- Experience in liaising with governmental authorities, other national / international institutions.
- Experience in migration, refugees and reintegration of migrants and victims of trafficking.
- Ability to work under stressful working conditions such as tight timelines and managing large groups of beneficiaries.
- Strong analytical, organizational, and reporting skills.
- Good communication, inter-personal and negotiation skills
- Proven ability to establish and maintain strong working relations with relevant Government and Non-Governmental counterparts, international organizations, civil societies, and/or private sector entities.
- 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.

Languages

Fluency in English and working knowledge the local language.

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 – behavioural 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

This is a national position and only candidates residing in the country of the duty station within commuting distance will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment.

How to apply:

Interested candidates are invited to submit their applications via email to **HRNIGERIA@iom.int** indicating position number on subject line by **06 December 2020**.

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 **SVN2020.82 Lagos. Project Assistant CT/AVM – Migration Management G5**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

Note: Only shortlisted candidates will be contacted.

Posting period:

From 23.11.2020 to 06.12.2020