



IOM International Organization for Migration

CALL FOR CV'S

Position : **Data collector Team Lead NAA**

Organizational Unit : **Displacement Tracking Matrix (DTM)**

Duty Station : **Borno and Adamawa State**

IOM Classification : **Hourly Tier Scale**

Type of Appointment : **Special Short-Term (Hourly) 03 Months with possibility of extension**

SVN No. : **CFCV2019/139**

Estimated Start Date : **As soon as possible**

Closing Date : **1 December, 2019**

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 and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the DTM Project Officer in Nigeria and under the direct supervision of the Field Operation Assistant, the successful candidate will be accountable and responsible for collecting data as part of the Displacement Tracking [emergency tracking tool (ETT), mobility tracking (MT), biometric tracking (BR), flow monitoring points (FMP)]. S/he will work in close collaboration with the teams and partners on the field in the areas (s) s/he has been assigned to. He/she will perform the underlisted functions;

Core Functions/Responsibilities:

1. Plan, coordinate and implement strategies to conduct biometric registration in close collaboration the National Emergency Management Agency (NEMA), the State Emergency Management Agency (SEMA) and other relevant partners on the field.
2. Provide training support to relevant partners on biometric registration, mobility tracking, emergency tracking tool based on the DTM' methodology and tools.
3. Build the capacity of the IOM staff involved in DTM.
4. Monitor and evaluate the day to day biometric registration, ETT and MT and identify areas of improvement and enhanced efficiency.
5. Support community engagement, mobilization and sensitization lead.

6. Compilation of field location weekly and monthly reports.
7. Sharing of distribution App reports with partners after support.
8. Ensure BR checklist is always updated.
9. Incharge of DTM field inventory and fuel.
10. Support biometrics logistics.
11. Monitor use of vehicle and generator.
12. Coordination with the office on staff deployment to the field and pick up.
13. Coordinate with relevant partners to secure the registration sites and ensure the safety of the staff.
14. Ensure that all biometric equipment and forms are properly stored and arranged.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education:

- Diploma / Degree in related field;

Experience:

- At least one year experience of working in an emergency context in a supervisory capacity with practical knowledge of locations within Borno, Yobe and Adamawa States.
- Basic Microsoft office skills required (Word, Excel, Powerpoint)
- Experience in the field of humanitarian assistance is an advantage.
- Experience in data collection is an advantage.
- Experience in community mobilization is an added advantage

Languages

Good knowledge in English, Hausa, Kanuri and other native languages

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: maintains 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

- 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.

Candidate to indicate preferred state of deployment.

Only candidates who are successful with the written test will be invited for the oral interview.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

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 **Sunday 1st December 2019**.

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 **CFCV2019/139. Borno and Adamawa State Data collector Team Lead NAA**.

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 18.11.2019 to 01.12.2019