



IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position : **Project Assistant (Construction/IBM)**
Organizational Unit : **Immigration Border Management**
Duty Station : **Abuja**
IOM Classification : **G5**
Type of Appointment : **Special Short-Term (SST) 6 months with possibility
of extension**
SVN No. : **SVN2020.020**
Estimated Start Date : **As soon as possible**
Closing Date : **17th March 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:

Under the overall supervision of the Senior Programme Manager Immigration and Border Management (IBM) and direct supervision of the National Programme Officer (IBM/NBIC) and, in collaboration with relevant sub-units (TSI, IBM, MIDAS, and ELBDS), the successful candidate will be responsible and accountable for providing site assessments, construction implementation and technical services in accordance with IOM's regulations, rules and procedures.

Core Functions / Responsibilities:

1. Support Programme Manager/Officer in the implementation of projects according to IOM strategy
2. Provide support to both project development and project implementation
3. Monitor financial, administrative and technical aspects, in line with IOM's policies and procedures as well as donor requirements
4. Provide support in formulating bill of quantities and preparing Purchase Requests along with necessary follow ups.
5. Monitor specific aspects of project implementation, identify and propose actions to expedite the delivery of inputs
6. Provide technical assistance in the formulation of the overall planning for priorities and activities in relevant area.
7. Work with experts, consultants and other project participants to ensure that logistical arrangements and internal procedures for monitoring and reporting are well understood and implemented.
8. Perform any other duties as may be assigned.

Required Qualifications and Experience

- Completed university degree in Civil Engineering, Architecture, Building Technology or similar field with five years relevant experience or
- Higher Diploma in the above-mentioned fields with three years of relevant experience
- Experience and ability to produce and/or check the drawings including but not limited to site plans, architectural drawings and technical drawings, cost estimation, BOQ and other plans which may presented by prospective vendors;
- Experience in working in international organizations, governmental institutions, and/or aid organizations an asset.
- Experience in working with government authorities in Nigeria is an asset.
- Experience in construction and renovation work
- Ability to work under time constraints and deadlines in challenging settings.
- Ability to work in multicultural and multi-ethnic environments.
- Demonstrated ability to identify, approach, and coordinate with stakeholders of diverse backgrounds and levels of expertise.

Languages

Fluency in English and multiple 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 – 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.

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, accreditation, any residency or visa requirements, 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 **Tuesday 17th March 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 **SVN2020.020 Abuja. Project Assistant (Construction/IBM) – G5**.

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 04.03.2020 to 17.03.2020.