



IOM International Organization for Migration

### **SHORT VACANCY NOTICE**

Position	: <b>Project Assistant (M &amp; E and Reporting)</b>
Organizational Unit	: <b>Community Stabilization Unit</b>
Duty Station	: <b>Yola - Maiduguri, Nigeria</b>
IOM Classification	: <b>G5</b>
Type of Appointment	: <b>Special Short Term (SST) 6 Months with possibility of extension</b>
SVN No.	: <b>SVN2020.76</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>11 November, 2020</b>

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 Reintegration and Reconciliation (RR) Programme Coordinator, and the direct supervision of the Project Manager (COMITAS) Coordinator, the successful candidate will be responsible for the support in the implementation of the M&E and Reporting component of the Project Manager (COMITAS).

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

1. Contribute to the implementation of the M&E and Reporting process. Support the preparation of monthly, quarterly, or annual program/projects reviews.
2. Support the process of collecting relevant information for performance management and evaluations of the project activities for complying with regular reporting requirements.
3. Produce regular monitoring reports.
4. Support the development of communication protocols and information-sharing tools, in coordination with programme management, field teams and programme partners, to facilitate information sharing between all programme participants and stakeholders.
5. Support the identification of the key performance questions, indicators and parameters for monitoring project performance and achievements as well as evaluations.
6. Support the preparation and review of final grants and other evaluation reports.
7. Attend to regular trainings for Reintegration and Reconciliation programme staff.

8. Undertake duty travel related to project activities, monitoring and assessments.
9. Provide weekly feedback to the (COMITAS) project Coordinator and to the M&E and Reporting Reintegration and Reconciliation Officer.
10. Perform any other duties as may be assigned.

### ***Required Qualifications and Experience***

1. University degree in Development, Social or Political Sciences, Management, 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
2. Experience in Development, Social or Political Sciences, Management.
3. Experience in project implementation and in the field of research, monitoring and/or evaluation, and reporting in insecure environments.
4. Experience in M&E system design, data processing, M/E tools and computers.
5. Strong reporting skills.
6. Experience in peace and economic development Programmes is an asset.
7. Experience working in a complex crisis environment.
8. Solid understanding of post-conflict environment and community development, with a focus on participatory processes and joint management
9. Experience in projects implemented with communities is an asset.
10. 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.
11. Previous work experience in international organizations and companies would be an advantage.

### **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 **11 November 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 **SVN2020.76 Yola-Maiduguri. Project Assistant (M&E and Reporting) 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 04.11.2020 to 11.11.2020