

Position Title : **Project Coordinator (Humanitarian Hub)**
Duty Station : **Maiduguri, Nigeria**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, six months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **23 March 2023**

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.

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. 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.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Aruba (Netherlands); Botswana; Cabo Verde; Comoros; Congo (the); Cook Islands; Curaçao; Fiji; Grenada; Guinea-Bissau; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Madagascar; Marshall Islands; Micronesia (Federated States of); Namibia; Nauru; Palau; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

This position of Project Coordinator (Humanitarian Hub) is aimed at coordinating and managing the Humanitarian Hubs which have been opened in Nigeria in response to the emergency crisis where United Nations Agencies, IOM and other humanitarian actors have lost adequate working and living accommodations.

Under the overall supervision of the Chief of Mission and Senior Resources Management Officer, and the direct supervision of the Head of Sub Office (HoSO), and the thematic supervision of the Sub-office Head, Procurement & Logistics, the successful candidate will be responsible for the management of the overall Humanitarian Hub and all Sub-Hubs in the Region of Northeast Nigeria.

Core Functions / Responsibilities:

1. Coordinate with humanitarian partners, international and national non-governmental organizations, and United Nations Agencies, regarding the development and needs within the Humanitarian Hubs in the region and draft proposals to meet these needs and developments.
2. Participate in operational meetings to discuss challenges, needs and routine operational matters. Communicate key discussions and recommendations to the HoSO and the Chief of Mission.
3. Participate in the preparation of budget/spending plans, including the monitoring of cost recovery, and the provision of the necessary coordination with partners to ensure timely payments of invoices;
4. Contribute in management of Hub resources in an efficient manner; update funding and expenditure spreadsheets, track resource utilization, make recommendations on spending plans.
5. Draft quarterly procurement plans for the Hub.
6. Oversee the work of humanitarian hub contractors' work following the agreed specifications.
7. Prepare and facilitate the implementation of and track Memoranda of Understanding (MoUs) for long-term hub residents and partners institutions.
8. Oversee the Humanitarian Hub's functioning and facilities; coordinating repairs, maintenance and installation of infrastructure; manage the Humanitarian Hub front desk through oversight of booking systems, guests invoicing and the application of procedures and communicating to residents/guests on hub rules and Standard Operating Procedures (SOPs).
9. Coordinate the hiring and supervising of personnel for finance, Hub invoicing, cash collections, guest accommodation, including housekeepers, electricians, plumbers, daily labourer's etc;
10. Oversee the work of facility maintenance staff and other skilled /unskilled daily labourers; provide basic training as required and make recommendations where needed to improved their performance.
11. Facilitate the planning and coordination of essential central services, manage the storage and stocks of consumables, equipment, and tools ensuring consumptions are properly monitored, maintenance records are properly archived, and Hub assets are properly kept and tracked.
12. Submit weekly occupancy reports, cost recovery, weekly Hubs' situation reports and other necessary monthly or quarterly reports. Facilitate the timely submission of reports to all concerned.
13. Liaise closely with IOM SSU and facilitate the implementation of access control and fire/other hazard safety plans inside the hub; oversee the availability of adequate resources at the Hub in case of any such emergency.
14. Receive complaints and ensure that facilities-related complaints are channeled to the HoSO.
15. Draft documentation for facilitating the Chief of Mission chairing the humanitarian hub committee meetings with the United Nations Humanitarian Coordinator (UNHC).
16. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's Degree in Political or Social sciences, International Relations, Business Administration, Engineering, logistics, economics or alternatively an equivalent combination of relevant training from an accredited academic institution with two years of relevant professional experience or
- University degree in the above fields with four years of relevant experience.

Experience

- Experience in project implementation in post conflict or transitional situations; experience working for a UN agency, International Organizations or NGOs is preferred;
- Experience in coordinating with other programme units and ability to establish and maintain working relations with government counterparts, UN agencies; and,
- Previous related experience in logistics and procurement is an advantage.

Skills

Knowledge and experience of UNDSS procedures an advantage.

Languages

IOM's official languages are English, French, and Spanish.

External applicants for all positions in the Professional category are required to be proficient in English and have at least a working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish).

For all applicants, fluency in English is required (oral and written). Working knowledge of one additional UN Language (Arabic, Chinese, French, Russian, or Spanish) is an advantage.

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Notes

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required 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.
- **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.
- **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 actions 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.

IOM's competency framework can be found at this link.

https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

Other:

Internationally recruited professional staff are required to be mobile.

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

This selection process may be used to staff similar positions in various duty stations. Recommended candidates will remain eligible to be appointed in a similar position for a period of 24 months.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.

Vacancies close at 23:59 local time Geneva, Switzerland on the respective closing date. No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 23 March 2023 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 10.03.2023 to 23.03.2023

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.

Requisition: SVN 2023 59 Project Coordinator (Humanitarian Hub) (P2) Maiduguri, Nigeria (58014202)

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