

Position Title : **Programme Support Officer (Migration Governance)**  
Duty Station : **Lagos, 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 : **13 April 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](http://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](#); [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:**

While being the biggest economy, most populous country and having one of the fastest growing populations in Africa and in the world, Nigeria is also facing major challenges, including unemployment, poor public services, insecurity that combined with natural disasters and complicated geopolitical situation in the region, creates a very complex migratory environment in which the country acts at the same time as a place of origin, transit and destination for major mixed migratory flows: internal and international; including seasonal labour migration, regular and irregular migration, internal displacements, trafficking in human beings, smuggling of migrants, but also movement of highly skilled professionals.

Despite various challenges, and with the support from various development partners, including IOM, Nigeria built a robust and sophisticated multi-layered migration governance framework. Nigeria has benefitted from and has influence migration-related regional programmes, including

in ECOWAS. Nigeria is one of the champion counties in implementing the Global Compact for Migration (GCM). The country developed a National Migration Policy, a migration policy coordination mechanism, as well as several other comprehensive policies such as the National Policy on Labour Migration the National Border Management Strategy; National Diaspora Policy as well as the National Action Plan against Human Trafficking (2022-2026). Nigeria also has Standard Operating Procedures (SoPs) on Return, Readmission and Reintegration, and adopted a National Referral Mechanism (NRM) for the protection and assistance to trafficked persons. At state level there are task forces to combat trafficking, reintegration councils, case management expert groups that also rely on a vibrant and dynamic civil society.

IOM has an extensive Migration Governance Programme in Nigeria. The Programme includes different types of interventions, such as protection and assistance to vulnerable and stranded migrants, counter-trafficking activities, assistance for voluntary return, support for sustainable reintegration in the communities of origin, mental health and psychosocial support, the dissemination of accurate information on migration to migrants, potential migrants and communities, the collection of data on migration flows, as well as working on facilitating regular migration pathways via labour migration programming. The migration governance programme is strategically aimed at strengthening the technical and material capacities of the authorities and organizations involved in these areas, so that they can ultimately take over policies and programmes related to the protection and reintegration of migrants, with a view of improving the governance of migration in the region and in Nigeria.

Given its size and sophistication, the Migration Governance Programme of IOM Nigeria requires dedicated implementation support, that would be focused on project and report writing.

Working under the overall supervision of the Chief of Mission, and the direct supervision of the Senior Programme Coordinator (Migration Management)/Head of Sub-Office in consultation with the Deputy Chief of Mission who is guiding Programme Support for the Mission, the Programme Support Officer will be responsible for supporting the Programme Support and Migration Management Unit activities, through coordinating and contributing to the development of project documents and the preparation of project reports, contributing to M&E and liaison, communications with counterparts, and other interventions aimed at strengthening Migration Governance portfolio and capacities to implement, develop and report on specific projects within its mandate.

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

1. Provide technical support in analysing and compiling migration-related trends and issues in view of identifying strategic, programmatic and programme-specific funding opportunities.
2. Contribute to the development of and consolidate analytical, strategic and thematic reports and documents on Migration Governance approaches and priorities, for internal use and external distribution to donors, government, partners and other counterparts.
3. Contribute to the development of and consolidate concept notes and project proposals in line with the CO's strategic and operational priorities and needs, and in line with donors' interests and requirements, for negotiations and submission to donors.
4. Provide recommendations for technical capacity-building support and guidance to implementing partners and Government counterparts, especially in the fields of M&E and information management.
5. In coordination with relevant colleagues, Programme Manager and/or the COM, facilitate adequate information management on CO's activities through regular updates, summaries, press releases and other relevant materials that promote IOM's visibility
6. Cooperate and coordinate with monitoring and evaluation and information management staff,

to enable integrated support to programme development and delivery.

7. Liaise with other units and sub-offices to provide recommendations on possible synergies across substantial and geographical programmes that would expand and accelerate the impact of migration management actions by IOM Nigeria.

8. Contribute to a continuous liaison with the donor institutions and organizations, other IOM Missions, Regional Office (RO) and Headquarters (HQs) through exchange of information on coordinated project development, implementation, and reporting.

9. Support liaison efforts with national and state authorities, programme partners, civil society, the international community and donors for the successful development, implementation and reporting of project activities.

10. Support the development and update of donor profiles and priorities related to migration management, identify and recommend funding opportunities to support the development, enhancement and implementation of national policy documents in the field of migration management.

11. Consolidate and analyze data on programmes, projects and activities, for the timely preparation, review, and submission of all project reports to donors, in line with specific IOM and donor requirements.

12. Contribute to the development of periodic updates, programme summaries, data dashboards, compilations of lessons learned and good practices, and other relevant information materials and statistics according to specific project needs.

13. Support for donor visits in coordination with relevant Units within IOM Nigeria.

14. Provide support and recommendations for data management in accordance with IOM Data Protection Principles and contribute to making project and report writing as evidence-based.

15. Support use of resources in accordance with IOM internal rules and regulations.

16. Coordinate the development of project concepts/proposals, resource mobilization initiatives related to or complementing the programme activities, as appropriate.

17. Undertake duty travel as requested.

18. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Development Studies, Economics, Business Management, Political Science, International Relations, Social Studies, International Law, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Strong, proven record of English writing, especially of project documents and reports, preferably in migration management field;
- Experience in writing substantive documents, preferably in the field of migration management: reports, assessments etc;
- Experience in monitoring and evaluation and information management;

- Experience working with specialized international agencies (UN Agencies, International Organizations, and International NGOs);
- Strong communication and interpersonal skills as well as strong strategic, critical, and creative thinking;
- Experience in supporting activities aimed at protecting vulnerable groups, preferably in the field of migration governance; and,
- Knowledge and experience of migration management will be considered a strong asset.

## **Skills**

- Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds; and,
- Ability to guide and supervise staff and coordinate administrative matters.

## **Languages**

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

For this position, fluency in English is required (oral and written). Working knowledge of French 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**

<sup>1</sup> 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](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 13 April 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](http://www.iom.int/recruitment)

### ***Posting period:***

From 31.03.2023 to 13.04.2023

**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 84 Programme Support Officer (Migration Governance) (P2) Lagos, Nigeria  
(58049640) Released

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