

Position Title : **Programme Manager (DDRR)**
Duty Station : **Abuja, Nigeria**
Classification : **Professional Staff, Grade P4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **22 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. External female candidates:
3. Candidate 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 of IOM and female candidates.

Context:

Working under the direct supervision of the Chief of Mission, and in close coordination with the Senior DDRR Programme Coordinator, Transition and Recovery Division (TRD) at IOM Headquarters (HQ), and Emergency and Post Crisis (EPC) Regional Thematic Specialist (RTS) at the Regional Office of West and Central Africa (ROWCA), the successful candidate will be responsible for the overall management and coordination of the Demobilization, Disassociation, Reintegration and Reconciliation (DDRR) programme at IOM Nigeria.

The Programme Manager (DDRR) will provide overall guidance to IOM's country-level DDRR activities with a particular focus on supporting a government-led process, including the

development, implementation, monitoring and evaluation of respective national legal and policy frameworks, and supporting aspects such as registration and vetting processes, public outreach and communications, community-based reconciliation mechanisms to provide locally tailored reintegration assistance to individuals who have separated from Non-State Armed Groups, as a critical step for regional peace-building and restoration of social cohesion. The successful candidate will convene multiple stakeholders across government, in the international community, and within the Organization to facilitate programme success.

Core Functions / Responsibilities:

1. Manage the implementation of DDRR programme operations at the country level and ensure the programmatic, financial, administrative and technical oversight of programme activities in line with IOM policies and procedures, as well as relevant donor requirements.
2. Develop and oversee research components of the programme, including stakeholder mapping, assessments of the policy and legal environment, mapping of existing return and reintegration assistance models for disengaged combatants and conflict analyses; assess entry points for regional synergies and outcomes across programme elements.
3. Working closely with the Chief of Mission and the Senior DDRR Programme Coordinator (TRD HQ), to assess strategic opportunities within the programme framework, provide regular risk analysis, and develop a detailed work plan in accordance with the project commitments taking into account developments in context, donor coordination and commitments, and in support of government partnership.
4. Support country level donor coordination and outreach in coordination with the Chief of Mission, TRD and relevant Divisions at HQ, in order to support programme development, donor information needs and coordination requirements.
5. Ensure operational oversight across four key pillars of concurrent activity, building on regular context analysis and programme assessment, to include national policy and framework development; technical government capacities and transition processes; individual beneficiary profiling, needs and support (donor support pending); and community-based return, reintegration and reconciliation activities.
6. Oversee the development of information and strategic communications activities, assessing synergies and partner efforts in this area; within the IOM programme, establish feedback mechanisms to inform adjustments in strategy and implementation.
7. Train and sensitize staff on the principles of Do No Harm and ensure that conflict sensitivity is integrated in programme analysis, planning, recruitment, procurement, partnerships, communications and monitoring and evaluation.
8. Promote access to facilitate programme activities and undertake regular field travel and on-site monitoring; oversee implementation of programme impact evaluations, as required.
9. Represent IOM at relevant seminars, meetings, and other events to promote awareness of key DDRR initiatives, conflict reduction and prevention of violent extremism and disseminate stakeholder views of context analysis, initiatives and the results of broad partnership initiatives.
10. Maintain regular outreach to all counterparts including UN and national authorities while participating in and ensuring regular donor coordination updates and reporting, both locally and regionally.
11. In close coordination with the Chief of Mission and the Senior Resource Management Officer, plan and oversee the implementation of core staffing plans and requirements; work in close coordination with HQ / TRD on the deployment of technical expertise and consultancies.

12. Direct, supervise, and train DDRR programme staff.
13. Provide regular updates and recommendations for operational improvements to the Chief of Mission, RTS and TRD.
14. Uphold security procedures and requirements towards ensuring the safety and integrity of programme staff and operations.
15. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Law, International Relations, Development Studies and Planning or a related field from an accredited academic institution with seven years of relevant professional experience; or
- University degree in the above fields with nine years of relevant professional experience.

Experience

- Professional experience at an international level with specialized international agencies (United Nations Agencies, International Organizations, and International Non-Government Organizations) would be an advantage; experience in complex crisis operations, including conflict and post-conflict situations required, delivering on programmatic objectives;
- Operational field experience in programme formulation, implementation and evaluation relating to demobilization/disengagement and reintegration of ex-combatants;
- Past experience facilitating government-led processes, involving multiple government actors and demonstrating sensitivity to the needs of local ownership;
- Previous work experience in technical programmes involving legal or policy formulation, community-led recovery and stabilization programmes, and or security sector related reforms. Familiarity with DDR practices, principles and operations, and/or conflict mitigation components; recent field or research experience on the prevention of violent extremism an advantage; and,
- Previous experience in supervising staff.

Skills

- Thorough knowledge of the United Nations Department of Safety and Security protocols and experience managing staff in volatile security environments; and,
- Experience in setting clear tasks and team-building with staff from diverse environments and backgrounds.

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 French and/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 3

- **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 3

- **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 endorsed by the Appointments and Postings Board 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 22 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 09.03.2023 to 22.03.2023

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: VN 2023 80 Programme Manager (Demobilization, Disassociation, Reintegration and Reconciliation (DDRR)) (P4) Abuja, Nigeria (58010856) Released
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