IOM International Organization for Migration

SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position	:	**Programme Assistant**
Organizational Unit	:	**Immigration and Border Management (IBM)**
Duty Station	:	**Abuja**
IOM Classification	:	**G5**
Type of Appointment	:	**Special Short-Term (SST) 6 months with possibility of extension**
SVN No.	:	**SVN2022.71**
Estimated Start Date	:	**As soon as possible**
Closing Date	:	**19 June 2022**

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 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. 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.

Context:

Working under the overall supervision of IOM Nigeria's IBM Senior Programme Manager, and under the direct supervision of IBM Program Manager, National Programme Officer (IM) , the successful candidates' primary role will be to provide support to IOM Nigeria's IBM programme portfolio, focusing on providing support to the Government of Nigeria (GoN) towards improvement of IOM Nigeria's interventions in the implementation of new approaches to the unit's service delivery to relevant government partners. Additionally, the successful candidate(s) will be accountable and responsible for providing general support as requested to the full portfolio of IOM Nigeria IBM projects. The IBM Programme Assistant will work in close collaboration with key Nigerian government partners; contribute to monitoring and analysis of national and trans-national trends relevant to the IOM Nigeria IBM portfolio; and contribute Nigerian perspective and support to regional IBM projects affecting Nigeria.

Core Functions / Responsibilities:

1. Supporting the National Programme Officer (IM) and/or the Senior Programme Assistant, and their supervisors, in liaison with relevant governmental, non-governmental entities (NGOs), international organizations as well as other relevant stakeholders where necessary for the effective implementation of the activities of projects and participate in coordination meetings with governments, NGOs and other stakeholders where required in close coordination with the supervisor.
2. Collecting and providing necessary information and assists in preparing, organizing and implementing all aspects of the projects' activities including preparations and support to special consultancies occurring in the projects.
3. Assisting in preparation of reports and reporting to donors and partners, in IOM and donor formats as required, including assisting in the monitoring and evaluation of projects' activities for the assigned components, and supporting visibility and communication activities.

4. Assisting in the planning, preparation and implementation of seminars, conferences, workshops, meetings, presentations and missions related to the projects, undertaking duty travel, when necessary, in support of project implementation.
5. Providing general support to the development of new related projects based on identified needs during project implementation, including monitoring of IT components of the project activities.
6. Support key project staff in liaising with relevant government partners, non-governmental entities, international organizations as well as other relevant project stakeholders when the issues strongly intersect with information technology, data and biometric systems.
7. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education
University degree from an accredited institution preferably in Social Sciences, Business Administration, International Relations or related field with at least 3 years of relevant work experience.

Experience
a. Three years' experience (or five years for candidates holding school diploma) in related field, closely related to development or humanitarian project administration and management;
b. Demonstrated non-specialist knowledge in the thematic areas relevant to IOM mandate areas for project implementation and development;
c. Experience in liaising with governmental authorities, other national/international institutions, the UN and NGOs;
d. Experience working on migration issues in a project setting will be an advantage; and,
e. Direct experience in border management and innovative approaches to government training and capacity building in the migration sector will be an added advantage.

Languages
Fluency in English and working knowledge of any local language and French is an added advantage

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: maintain 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 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 action and delegated work.

- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

Other

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, confirmation of all documents, 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 **Sunday 19th June 2022** and follow this link: https://forms.office.com/r/1VpAtMUHpa

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 **SVN2022.71. Abuja Programme Assistant (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 06.06.2022 to 19.06.2022

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.