

SHORT VACANCY NOTICE

Open to Internal Candidates Only

Position	: RRF Project Assistant (MHPSS/Protection)
Organizational Unit	: MHPSS/Protection (Rapid Response Fund)
Duty Station	: Maiduguri, Nigeria.
IOM Classification	: G5
Type of Appointment	: Special Short-Term (SST) 6 months with the possibility of extension
SVN No.	: SVN2023.80
Estimated Start Date	: As soon as possible
Closing Date	: 17 July 2023

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:

Established in 1951, IOM is a Related Organization of the United Nations. As the leading UN agency in the field of migration, it 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.

Nigeria has witnessed an increase in violence since the beginning of 2015, causing a major humanitarian crisis. IOM and the Humanitarian community have expanded their scope of intervention beyond Maiduguri itself, to the entire North East and North West, into priority satellite sites where IOM staff are delivering humanitarian and development support to displaced populations and host communities.

Under the overall supervision of the Head of the sub-Office, direct supervision of the Rapid Response Fund (RFF) Grant Project Manager, and working in close coordination with the MHPSS/protection unit, the incumbent will be responsible to carry out implementing partner support activities according to IOM Rules and Regulations. Essential functions are as follows:

Core Functions / Responsibilities:

1. Provide support to MHPSS/protection implementing partners to strengthen their timely and quality response to MHPSS and protection concerns.
2. Support implementing partners to utilize global standards and guidelines (MHPSS, protection, PSEA, GBV IASC guidelines) for the implementation of their projects.
3. Provide partners with technical support in project implementation i.e. with regards to capacity building, service mapping, community-based PSS activities, material assistance, and outreach activities.
4. Support the MHPSS/protection partners in the development of training and training materials, as well as outreach materials, used in the overall project.
5. Participate in field visits to all the sites of implementing partners' operations to provide technical support, assess the progress of the partner programming and identify gaps.
6. Support reporting including reviewing the MHPSS/protection sub-grantees submitted narrative and weekly reports and provide the RRF Manager with feedback that will directly affect the approval of implementing partners' weekly and final reports.
7. Based on field visits, monitoring and implementing partners' reports, provide recommendations on how to adapt their programming in order to meet the MHPSS/protection needs of the target groups.

8. Participate in the planning process of key meetings with partners at state and field level, including follow-up on donor visibility and adherence to donor policies.
9. Undertake any further duties as may be assigned by the RRF Project Manager.

Required Qualifications and Experience

Education

University degree in social sciences, social work, psychology, or in a related field; or an equivalent combination of education, training & experience.

Experience

- At least 3 years of relevant professional experience in the fields of MHPSS/Protection and/or humanitarian response;
- Experience in monitoring and providing technical support (MHPSS/Protection) is an advantage.
- Experience in report writing and working with partners in the field of protection, GBV and MHPSS is an advantage.

Skills

- Ability to work under (time) pressure, with minimal supervision, and in culturally diverse teams.
- Strong interpersonal skills and demonstrated ability to establish effective working relations with implementing partners and other stakeholders.
- Excellent analytical, communication, and report-writing skills.
- Ability to independently carry out tasks, proactivity, ability to multi-task, stick to timelines and prioritize.
- Knowledge of social and development issues in Nigeria, particularly within the area of responsibility.
- Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats;
- Advanced knowledge of Microsoft Office, Excel, and Power point.
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- S/he must be fluent in Hausa.

Languages

For all applicants, fluency in English is required (oral and written).

Desirable

- Working knowledge of other UN languages is an advantage.
- Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments

Competencies

The incumbent is expected to demonstrate the following values and 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: 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.
- Courage: Demonstrates willingness to take a stand on issues of importance.
- Empathy: Shows compassion for others, and makes people feel safe, respected, and fairly treated.

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 actions 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.

An appointment will be subject to certification that the candidate is medically fit for appointment, confirmation of all documents, and security clearances.

The appointment is subject to funding confirmation.

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 the position and location applied in the subject line by **Monday, 17 July 2023**, and follow this link: <https://forms.office.com/e/6Kb2kB6A2w>

For the applications to be considered valid, IOM only accepts applications with a cover letter of not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)**, and with a subject line **SVN2023.80 Maiduguri RRF Project Assistant MHPSS - Protection 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 04.07.2023 to 17.07.2023

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.