



IOM International Organization for Migration

## **SHORT VACANCY NOTICE**

### **Open to Internal & External Candidates**

Position : **Senior Project Assistant (MECC)**  
Organizational Unit : **Regional project - Migration Environment and Climate Change (MECC) Programme**  
Duty Station : **Abuja**  
IOM Classification : **G6**  
Type of Appointment : **Special Short-Term (SST) 6 months with possibility of extension**  
SVN No. : **SVN2021.029**  
Estimated Start Date : **As soon as possible**  
Closing Date : **19 April 2021**

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 environment. Internal candidates are eligible to apply to this vacancy. For the vacancy, internal candidates are considered as first-tier candidates.

#### ***Context:***

IOM, as the leading intergovernmental migration agency, has been at the forefront of operational, research, policy and advocacy efforts, seeking to bring environmental migration at the heart of international, regional and national concerns, in collaboration with its Member States, observers and partners. At the beginning of 2015, a dedicated Migration, Environment and Climate Change (MECC) Division was created to address the migration, environment and climate change nexus.

In West Africa, movements of population have always been linked to the environment, be it in the form of displacement in the context of disasters, transhumance, migration during the harvesting season or long-term labour migration in the context of agricultural activities. However, droughts, desertification, water scarcity, rising sea levels, coastal erosion and flooding have increased in occurrence and severity over the last few decades due to the adverse effects of climate change and environmental degradation, compelling more people directly and indirectly to leave their homes.

In order to address these matters, IOM is carrying out a project on "Implementing Global Policies on Environmental Migration and Disaster Displacement in West Africa" together with the Platform on Disaster Displacement (PDD) and with the generous support of the Government of France. In this project, IOM is also working with the UN High Commissioner for Refugees (UNHCR) and the Economic Community of West African States (ECOWAS). The project is focused on four main pillars, i. data and evidence, ii. policy dialogue iii. community action and iv. communication. The project is aligned with Objectives 2 and 5 of the Global Compact for Safe, Orderly and Regular Migration (GCM) and with the African Union 3 Year Implementation Plan of Action for the GCM in Africa (2020-2022).

Under the direct supervision of the IOM Nigeria Chief of Mission, and overall and thematic supervision of the Regional Thematic Specialist on Migration, Environment and Climate Change for West and Central Africa and the Project Manager, the Senior Project Assistant will support the effective and efficient implementation of the West Africa regional activities in partnership with ECOWAS in the Migration, Environment and Climate Change (MECC) project on "Implementing Global Policies on Environmental Migration and Disaster Displacement in West Africa".. In particular, he/she will carry out the following duties:

***Core Functions / Responsibilities:***

1. Support the implementation of knowledge and policy related activities including research and present information and reference materials from various sources for reports, plans, studies, briefings, trainings, meetings/conferences etc.
2. Review and draft variety of standard papers and other reports using various platforms. Proofread documents and edit text and/or numerical values for accuracy, style, and adherence to established format standards.
3. Support the IOM-ECOWAS liaison and coordination for the project and its alignment with other national and regional projects of IOM (Draft concept note, agenda, official letters, talking points, project updates note for files etc).
4. Monitor project activities, related schedules and processes, verify and update accuracy of documents, reports, preparation of monthly, quarterly or annual activity reviews, impact assessments, process and operations monitoring, and lessons-learned workshops to facilitate compliance with relevant guidance materials.
5. Coordinate with the IOM Regional Office for West and Central Africa, including with the Dakar-based MECC Senior Project Assistants and the Regional Thematic Specialist (RTS) on the alignment of national projects with ECOWAS Regional priorities.
6. Assist in the facilitation of regional meetings/workshops/training among the different components of the project together with ECOWAS Directorate of Free Movement and Environment.
7. Maintain communication and coordination with the three ECOWAS Directorates (Free Movement, Environment and Humanitarian and Social Affairs) as well as other IOM country offices and project partners.
8. Develop a system for proper documentation, review, filing, handling, and archiving of project documents and related documents and communication and make recommendations to improve filing and documentation.
9. Assist in tracking of project expenditures in liaison with the Resource Management Office and in the preparation of monthly funding requests for the project activities.
10. Assist in the planning, preparation and implementation of seminars, conferences, workshops, meetings and missions related to the project e.g. arrangements and Note takings during meetings and other events, conference reservations, budget drafting and follow up, procurement and logistics follow up etc).
11. Support the project development and donor reporting through elaboration and revision of the programmes/projects log frame/result matrix on a continuous basis, provide inputs in the areas of the objective hierarchy, indicators and monitoring mechanisms.
12. Perform coordinated administrative task including the preparation and /or processing of administrative requests/documents e.g. Purchase requisition, request for payments, travel requests, contracts, etc
13. Act as the IOM Nigeria focal point for all activities related to the MECC project.
14. Contribute to strengthening the synergies of the other ongoing regional policy and communication activities.
15. Undertake duty travel as required.

16. Perform such other duties as may be assigned.

**Education:**

- Undergraduate degree in Social Sciences, Migration Studies, International Relations or a related field from an accredited academic institution with minimum 4 years of relevant professional experience;

**Experience:**

- Minimum four (4) years of professional experience particularly in the field of West Africa regional migration management, regional dialogue process and policy development or related.
- Knowledge and understanding of the Economic Community for West African States (ECOWAS) Commission and its Member States guiding protocols and frameworks for regional integration and regional migration dynamics and issues.
- Prior experience in the migration, environment and climate change sector would be an advantage.
- Experience in supporting all aspects of project management including, project development, finance, administrative and procurement roles, dialogue and conference/workshop/training facilitation roles.
- Experience with working on multi country projects, international humanitarian organizations, non-governmental or governmental institutions/organizations in a multi-cultural setting.
- Excellent interpersonal skills and demonstrated ability to establish effective and working relations with regional networks and other stakeholders.

**Skills:**

- Strong planning, coordination and logistics skills related to implementation of project activities.
- Good communication skills.
- High level of computer literacy (Word, Outlook, Excel, Power Point).
- Ability to independently carry out tasks.
- Ability to multi-task and to prioritize required.
- Ability to work effectively with government counterparts.
- Good representational skills.

**Languages:**

Fluency in English and French required, working knowledge of Portuguese an 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.

**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 potential.
- Empowering others & building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

***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 **Monday, 19 April 2021**.

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 **SVN2021.029 Senior Project Assistant (MECC)**.

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 06.04.2021 to 19.04.2021