

Advertisement

Junior Professional Officer

Programme Support Officer



International Organization for Migration (IOM)

The UN Migration Agency

International Organization for Migration

Closing date: 14th April 2019

I General information

Title:	Programme Support Officer
Sector of Assignment:	Migration (Monitoring and Evaluation)
Country:	Nigeria
Location (City):	Abuja
Agency:	IOM
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years
Grade:	P2 step 1 in the first year

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **PEOPLE WITH THE DUTCH NATIONALITY**.

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

The objectives of the position are to provide technical assistance and support to the Mission in liaison with the relevant stakeholders

Operational Support:

Summary of duties/tasks

- Support in overseeing and coordinating the mission's activities and deliverables;
- Provide technical assistance, capacity building support and guidance to implementing partners and government counterpart;
- Supervise, train as well as guide the Programme Support team, which includes monitoring and evaluation and data management staff, to enable timely delivery of programme results.
- Support the mission in the promotion and visibility of IOM activities to garner support for the activities in Nigeria. Draft, design, and disseminate a wide range of communication materials.
- Support in maintaining continuous liaison with the donor, other IOM Missions, Regional Office (RO) and Headquarters (HQs) to facilitate a coordinated approach to project implementation, identify synergies with IOM's programmes in the region, and make recommendations.

Liaison:

Summary of duties/tasks

- Support in liaison with national and state authorities, programme partners, civil society, the international community and donors to ensure successful implementation of project activities and visibility.
- In coordination with the Chief of Mission and other colleagues, support the development, enhancement and implementation of national standard operating procedures (SoPs) related to return, rehabilitation and reintegration.
- Lead the initiation, planning and kick-off stages of new projects within the mission.

- Ensure regular and timely preparation of periodic and donor reports, updates, programme summaries, press releases, and other relevant information materials and statistics according to specific project needs.
- Prepare for donor visits in coordination with the Chief of Mission and relevant units within IOM. Ensure that sufficient visibility and information / communication materials are available.

Data Management:

Summary of duties/tasks

- Oversee appropriate data management for all components of the programme in accordance with IOM Data Protection Principles;
- Track use of resources in accordance with IOM internal rules and regulations;
- Contribute to the development of project concepts/proposals, resource mobilization initiatives related to or complementing the programme activities, as appropriate;
- Undertake duty travel as requested;
- Perform such other duties as may be assigned.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will have/ will be able to:

- Work in a collegial team environment; incorporate gender related needs, perspectives, concerns and promotes equal gender participation.
- Maintain of close contacts with the team to develop project proposals or reporting.
- Gather and disseminate information and data to develop relevant and quality project proposals, and actively seek new ways of improving programmes or services;
- Ensure that the information on IOM’s programmes is accurate and well presented, to help promote IOM’s image and work, and contribute to fundraising.
- Develop capacity through coaching, mentoring and formal on-the-job training, when working with staff, governmental, non-governmental and United Nations institutions in West Africa region.
- He/She will also gain on-site experience in working in an international multi-cultural environment, with an intergovernmental organization.
- Gain experience in an international organization, including management and international cooperation activities, as well as understanding the dynamics of international working groups.
- Be able to prepare documents using the IOM logical and legal framework.
- Participate in development of programs, projects, trainings and workshops related to different migration areas.

The JPO training programme includes the following learning elements:

- The JPO will have access to IOM’s learning platform which currently houses over 300 learning modules developed by IOM and other UN agencies.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Chief of Mission

Content and methodology of supervision

Direct supervision and ongoing coaching with regular evaluations via IOM’s Staff Evaluation System to ensure optimal communication and feedback.

V 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
- In lieu of a Masters degree may a Bachelors degree in the above fields be accepted with (at least) three years of relevant professional experience.

Working experience :

- Two to maximum 4 years of professional experience in project management with focus on Assistance to Vulnerable Migrants (AVM), Assisted Voluntary Return and Reintegration (AVRR), counter trafficking and smuggling, community reintegration or similar direct assistance work;
- Experience working with specialized international agencies (UN Agencies, International Organizations, and International NGOs).
- Strong communication and interpersonal skills as well as strong strategic and creative thinking.
- Previous work on protection (including, but not limited to, child protection, counter-trafficking) preferable;
- Experience in project management and monitoring and evaluation an asset;
- 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.
- Ability to guide and supervise staff and coordinate administrative matters.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Internships carried out with IOM since obtaining Bachelor's Degrees will be considered as work experience.

Languages : Fluency in English is required.

Key competencies**Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

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: works strategically to realize the Organization's goals and communicates a clear strategic direction.

VI Background information on Agency/Department/Section

Under the direct supervision of the Chief of Mission (CoM) in Nigeria, and in coordination with relevant units at the Headquarters (HQs) and the Regional Office (RO), the successful candidate will be responsible and accountable for

contributing to the design and development of new programmes/projects as well as for participating in donor liaison and programme reporting for IOM in Nigeria;

VII Information on living conditions at Duty Station

Being a purpose-built capital, Abuja is the center of politics, diplomacy and many international organizations in Nigeria. However, its importance in terms of culture and economics is less than some other cities. It is located in the center of the country, within the Federal Capital Territory. It replaced Lagos as the capital in 1991. At the last census, the broader metropolitan area of Abuja has a population of more than three million, making it the fourth largest urban area in Nigeria. It is growing very quickly, and the central population is around 1 million. There is large expat community.

Abuja is very hot all year round but is particularly scorching between November and April when it is also very dry. The rainy season comes from April to September.

Accommodation in Abuja is not cheap. The Asokoro area, known for its exclusivity, has apartments with rent cost of around 1,000 USD per month just for a one-bedroom place, increasing considerably with more bedrooms and more luxury. Being home to so many high-profile people, it is one of the safest areas in the city.

Similarly, the Maitama district is home to diplomats, government ministers, former governors and the like. Prices are comparable to Asokoro, and both areas are very central. Privateproperty.com and Lamudi.com covers rental listings in Abuja

VIII How to apply

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 14th April 2019 at the latest, referring to this advertisement.

For further information, please refer to:

https://recruit.iom.int/sap/bc/webdynpro/sap/hrrcf_a_posting_apply?PARAM=cG9zdF9pbnN0X2d1aWQ9MDA1MDU2ODUxQzdDMUVEOTkyQzY1QThBRDc0ODAwQ0lmY2FuZF90eXBIPUVYVA%3d%3d&sap-wd-configid=ZHRRCF_A_POSTING_APPLY&sap-client=100&sap-language=EN#

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted. You can track the progress of your application on your personal application page in the IOM e-recruitment system.