

Job Description

Introduction

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 ensuring a workplace where all employees can thrive professionally, while working towards harnessing the full potential of migration. Read more about IOM's workplace culture at [IOM workplace culture | International Organization for Migration](#)

Applications are welcome from internal and internal equivalent candidates only. 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, [internal and internal-equivalent candidates](#) are considered as first-tier candidates.

Organizational Context and Scope

The Migration Governance programme focuses on broader programme areas which includes different types of interventions, such as protection and assistance to vulnerable migrants, counter-trafficking (CT) activities, assistance for voluntary return and reintegration (AVRR), mental health and psychosocial support (MHPSS), migration data and facilitating regular migration pathways. The Migration Governance programme is strategically aimed at fostering synergies through a whole of government and whole of society approach that leverages on partnerships with actors in the migration space, strengthening the technical and material capacities of the authorities and organizations for sustainable project outcomes. A major component of the migration governance programme is the protection assistance programme where over 31,153 received comprehensive reintegration assistance. Reintegration assistance can be considered sustainable when returnees have reached levels of economic self-sufficiency, social stability within their communities, and psychosocial well-being that allow them to cope with and resist to (re)migration drivers. Having achieved sustainable reintegration, returnees are able to make further migration decisions as a matter of choice rather than necessity.

Working under the overall supervision of the Project Officer (PXD_AVRR), and technical supervision of the National Project Officer (PXD_AVRR), and in close collaboration and consultation with other units within the PxD, the successful candidate will be responsible to assist the implementation and monitoring of the AVRR interventions, with a view to strengthen local actors' capacities especially at state level to provide improved rehabilitation and reintegration support services.

Responsibilities

1. Provide overall support to the day-to-day implementation of reintegration projects under PxD through rights-based approaches.
2. Provide rehabilitation and reintegration support to returned migrants in close coordination with the Senior Project Assistant, by preparing, screening filing, and presenting the documentation of vulnerable cases for references and monitoring.
3. Provide technical and administrative support to relevant state and non-state actors, including training institutions, involved with providing rehabilitation and sustainable reintegration assistance.
4. Support liaisons with relevant governmental, non-governmental (NGOs), international organizations as well as other relevant stakeholders, on partnerships and assistance to migrants in coordination with the supervisor.
5. Distribute travel allowances and return grants to returning migrants, as appropriate.
6. Contribute to review conditions of the business plan as pertaining to the reintegration programs and raise any issues. Carry-out field visits to the beneficiaries' business sites to monitor the implementation of the activities.
7. Assist with the development of the beneficiary profile and needs assessment formats and ensure the documentation and filing of all beneficiaries in a database for reference and monitoring including regular update of beneficiaries' information in MIMOSA.
8. Collect, prepare and present information through periodic and ad-hoc monitoring reports on reintegration activities for evidenced-based programming. Assist in the preparation for the exchange of information to relevant counterparts.
9. Facilitate the entry of returning migrant data as required in MiMOSA and/or other relevant database as required by the project in coordination with the Senior Reintegration Assistance. Prepare data for further processing, analysis and reporting.
10. Support the monitoring of the reintegration of beneficiaries related activities when necessary.
11. Provide support to the assessment of the qualitative and quantitative impact of grants and community projects.
12. Undertake duty travel as required.
13. Perform any other duties as may be assigned

Qualifications

Required Qualifications and Experience

Education

- Completed University degree from an accredited institution in International Relations, Social Science, Economics, Migration studies, Law, Humanitarian Affairs, or related field with two years of related professional experience, preferably in migration related operational and field functions, or
- High School diploma with four years of related professional experience, preferably in migration related operational and field functions

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

Experience

- Experience in working with migrants and source/transit communities; particularly the socio-economic reintegration of returnees or other groups;
- Familiarity with programmatic issues surrounding return, reintegration and migration management.
- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Proven experience in liaising and building effective partnerships with donors, government authorities, private sector entities, other national/international institutions, and local and international NGOs

Skills

- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Good communication skills (Oral and Written).
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- Ability to independently carry out tasks.
- Ability to multi-task and to prioritize required.

Languages

All IOM staff members in all categories are required to be fluent in one of the IOM's official languages (English, French, Spanish).

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

- Working knowledge or fluency in Hausa is an added advantage

Proficiency of language(s) required will be specifically evaluated during the selection process, which may include written and/or oral assessments.

Required Competencies

IOM's competency framework can be found at this [link](#). Competencies will be assessed during the selection process.

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 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.