

Position Title : **Operations Officer (Resettlement)**
Duty Station : **Niamey, Niger**
Classification : **Professional Staff, Grade P2**
Type of Appointment : **Special short-term graded, Nine months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **28 August 2018**

THE POSTING HAS BEEN ALREADY CLOSED. PLEASE DO NOT APPLY.

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 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 as well as applications from the non-represented member countries of IOM. 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, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:
Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Czechia; Djibouti; Fiji; Gabon; Grenada; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Lesotho; Libya; Malawi; Marshall Islands; Mauritania; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Paraguay; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Slovenia; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

Context:

Irregular migration along the Central Mediterranean route is increasingly dangerous for migrants. Crossing the Mediterranean to Italy is by far the deadliest route, with 1 death recorded for 35 arrivals (IOM, 2016). In addition, over 70% of the migrants interviewed by IOM on their arrival in Italy report that they were victims of trafficking or other exploitative practices during their migratory journey along the routes of the Central Mediterranean.

To meet these challenges, the European Union (EU) and the International Organization for Migration (IOM) have developed the Joint Initiative for Migrant Protection and Reintegration in Africa (hereinafter "Joint Initiative"). Implemented in 14 countries (Burkina Faso, Cameroon,

Chad, Côte d'Ivoire, Ghana, Guinea, Guinea Bissau, Libya, Mali, Mauritania, Niger, Nigeria, Senegal and The Gambia) through 14 specific actions, it aims to protect the security, dignity and rights of migrants along this important and dangerous migration route and to help in improving the reintegration of returnees through an innovative approach. This will be achieved through different types of interventions including protection and assistance to vulnerable and stranded migrants, assistance for voluntary return, and support for sustainable reintegration in the communities of origin, the dissemination of accurate information on migration to migrants, potential migrants and communities, and the collection of data on migration flows. The Initiative will aim to strengthen the technical and material capacities of authorities and organizations involved in these areas so that they can ultimately take over the policies and programmes related to the protection and reintegration of migrants developed and/or strengthened in the region, with a view to improving the governance of migration in the region.

The International Organisation for migration (IOM) is committed to the principle the humane and orderly migration benefits migrants and society. IOM acts with its partners in the international community to assist meeting the growing operational challenges of migration management; advance understanding of migration issues; encourage social and economic development through migration and uphold the human dignity and well-being of migrants.

In Niger, IOM currently implements interventions within the areas of assisted voluntary return of migrants as part of the Migrants Response and resource Mechanism (MRRM), providing dignified and informed return solutions to migrants transiting through Niger and/or returning from Libya and Algeria.

Under the overall supervision of the Head of Operations Africa and under the direct supervision of the Project Manager (SURENI) in Niamey, Niger, the successful candidate will be accountable and responsible for the coordination and implementation and will monitor resettlement processing and departure activities for third country resettlement programmes as per perspective agreements.

Core Functions / Responsibilities:

1. Assist in the timely delivery, coordination and implementation of transportation strategies related to resettlement operations activities in Niger and the Global operations including Third Country Resettlement, Family Reunification, Self-Payer Travel Assistance and Assisted Voluntary Returns, in Niger, in close coordination with the relevant resettlement Country Embassies and project managers, United Nations High Commissioner for Refugees (UNHCR), Resettlement and Movement management Division (RMMD) and the other IOM Missions involved in the process.
2. Liaise regularly with the national and local government officials involved in the resettlement process, particularly regarding exit documentation where required.
3. Contribute to maintaining positive working relationships with the resettlement countries, OFPRA (Office of Protection Refugees and Apatride), French Embassy, and other embassies representing resettlement countries in Niamey-Niger, the United Nations High Commissioner for Refugees (UNHCR), and other local authorities on issues related to refugee processing, movements, and resettlement in Niger.
4. Closely coordinate movements related to selection mission processing, interviews, visa processing, full pre-departure activities and pre-departure orientation where required.
5. Review, verify, adjust and recommend the endorsement of bills and invoices from transport contractors, travel agents and airlines prior to payment. Participate in negotiations with ground transport providers, airlines and travel agents to ensure low cost, effective, convenient and safe transport of refugees, migrants, IOM staff and other eligible travelers.

6. Provide training and support/ guidance in the usage of the in-house system application tools Migration Management Operational Systems Application (MIMOSA), Integrated Global Airlines Ticket Order Record (I-Gator) and the AMADEUS booking reservation system.
7. Ensure proper usage of existing carriers/flights/agreements based on the Handbook of International Tariffs (HIT), the IOM Movement Management Manual (MMM) and the other SOPs.
8. Draft TORs, participate in the recruitment of Operations/Resettlement staff and participate in annual staff performance reviews in coordination with national supervisors.
9. Coordinate and monitor Resettlement operations activities and field staff, provide necessary training, guidance and support to ensure consistent high-quality work which follows IOM resettlement program guidelines.
10. Ensure that movements are generated through the Migrant Management & Operational Support Application (MIMOSA) and in accordance with the Movement Management Manual (MMM).
11. Monitor and evaluate components of the resettlement business, identifying areas of improvement, simplification and enhanced efficiency.
12. Represent the Resettlement Unit and contribute to meetings as requested to provide unit update.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience:

Education

- Master's degree in Business Administration, Communications, International Relations, Social Science, Political Science, Political Science or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

Experience

- Experience in field of migration issues, project design, management and implementation, and administrative and financial management.
- Excellent communication and negotiation skills. Excellent report writing skills.
- Effective resource management skills and strategic and creative thinking.
- Proven accuracy when handling and reporting data.
- Self-reliant individual with strong commitment to operational objectives. Expected to work overtime upon request and independently to achieve operational goals.
- Previous working experience with NGOs or international organizations, is an added advantage.
- Work experience in the region is an asset.
- Strong practical computer skills, including but not limited to MS Word, Excel and MIMOSA is required.

Languages

Fluency in English and French is required.

¹ Accredited Universities are the ones listed in the UNESCO World Higher Education Database (<https://whed.net/home.php>).

Required Competencies:

Behavioral

- Accountability – takes responsibility for action and manages constructive criticisms;
- Client Orientation – works effectively well with client and stakeholders;
- Continuous Learning – promotes continuous learning for self and others;
- Communication – listens and communicates clearly, adapting delivery to the audience;
- Creativity and Initiative – actively seeks new ways of improving programmes or services;
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others;
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter;
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other:

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

How to apply:

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 28 August 2018 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: www.iom.int/recruitment

Posting period:

From 15.08.2018 to 28.08.2018

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.

Requisition: SVN 2018/188 (P) - Operations Officer (Resettlement) (P2) - Niamey, Niger (55615912)

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