**VACANCY NOTICE**

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| **I. Position Information** |
| **Position title** | **Project Assistant**  |
| **Duty station** | **N’Djamena, Chad** |
| **Position grade** | **N/A** |
| **Type of Contract** | **Consultancy** |
| **Position Number** | **SVN-TD10-2018-011** |
| **Duration**  | **6 months with possibility for extension**  |
| **Estimated start date** | **May 1, 2018** |
| **Closing Date** | **April 11, 2018**  |

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| **II. ORGANIZATIONAL CONTEXT** |

Under the direct supervision of the Chief of Mission and the direct and close coordination with the RTS in Dakar, the successful candidate will be responsible for the management of the diaspora project. In particular he/she will:  |

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| **III**. **CORE FUNCTION/RESPONSIBILITIES:** |

1. Prepare and supervise a mapping exercise for diaspora organizations in France and Niger 2. Establish and manage an interministerial steering committee that meets once a month3. Facilitate and organize one training session for the interministerial committee4. Select the diaspora members, who participate in the action plan creation5. Develop the Terms of Reference for the ateliers bringing together diaspora, ministries and civil society based on a needs mapping6. Organize two four-day ateliers for 16 people each to develop an action plan outlining the different steps to engage with the diaspora taking into account the role of women in the country7. Provide and share the outcomes of the atelier8. Develop and implement a communication plan with the diaspora in the pilot countries9. Prepare and manage a specific working group (atelier) for actors in the health and education sector. Ensure that the atelier report is duly finalized and shared with all participants. 10. Closely coordinate with the IOM missions in Niger and France any possible interaction11. Keep the Chief of Mission closely informed of all steps of the project12. Represent IOM at coordination fora as required and assigned13. Ensure timely and complete reporting of all project activities to the donor, including the completion of the final report. 14. Perform any other tasks as may be assigned.  |

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| **IV. Behavioural**  |
| a) takes responsibility and manages constructive criticism; b) works effectively with all project colleagues, clients and stakeholders; c) promotes continuous learning, communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, anticipates risks, and sets goals within area of responsibility; f) displays mastery of subject matter; g) contributes to a collegial team environment; h) creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA); i) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; j) displays awareness of relevant technological solutions; k) works with internal and external stakeholders to meet resource needs of IOM. |

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| **V. TECHNICAL** |
| a) Delivers on set objectives in hardship situations; b) effectively coordinates actions with other implementing partners; c) works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives. |

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| **V. Education and Experience**  |
| a)Completed Master's degree from an accredited academic institution preferably in social sciences or humanitarian management b) minimum of 10 years of professional experience in project management c) experience in field-work in a challenging environment and with diaspora engagement preferred; d) strong experience on organization of ateliers, e) experience on reporting requirements required, f) experience working with government parties strongly desired.  |

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| **VI. Languages** |
| Required |
| Excellent knowledge of English and French | Both spoken and written |

***How to Apply***

All applications are to be addressed to: iomchadrecruitment@iom.int .

Please indicate salary expectations in the application letter.

* **Please do not attach any supporting document**
* **Only complete applications will be considered**
* **Only short listed candidates will be contacted**

**Notes:**

* *Female candidatures are highly encourage.*
* *This is a consultancy contract; the salary is based on experience level. The last salary is contingent on the satisfactory provision of the final report.*