



Civil Society Network on Migration and Development, Nigeria (CSOnetMADE)

CALL FOR CVS

Position	:	Program Administrative Assistant
Organizational Unit	:	National Coordinating Office
Duty Station	:	Abuja
IOM Classification	:	Internship
Type of Appointment	:	4 months, Five working day
CFCV No.	:	CFCV2018/01
Estimated Start Date	:	As soon as possible
Closing Date	:	31st July 2018

Civil Society Network on Migration and Development, Nigeria (CSOnetMADE) is space for a diverse group of civil society actors including non-governmental organizations (NGOs), community-based organizations (CBOs), faith-based organizations (FBOs) etc., as well as migrants, diaspora, experts and academics who organize and advocate for and with migrants at grassroots. The network creates an enabling environment for continuous stakeholders' consultations that will sharpen migration policies and programs as well as to ensure better protection of the rights of migrants, refugees, IDPs and their families.

Context:

CSOnetMADE is currently setting up its coordinating office. The **Coordinating Office** organizes activities and advocacy actions, facilitates networking and information-sharing and builds connections between the zonal networks, thematic working groups, and the link with African regional and global networks and partnerships. It facilitates the participation of CSO in the various processes of national migration management mechanism. The coordinating office also undertakes fundraising to ensure sustainability.

Working under the overall and direct supervision of the Director/Programme coordinator Abuja, the successful candidate will be responsible for supporting implementation of the primary roles of the coordinating office until the full staff capacity is provided.

Core Functions / Responsibilities:

- Provide daily monitoring and implementation of the network projects
- Representing of the Network at meetings and other events
- ensuring a regular maintenance of the Network website and social media
- Liaising with the Director/Programme coordinator regularly
- Tracking of calls for proposal and advising the coordinator adequately
- Facilitating the Network's internal meetings and events with stakeholders

Tangible and Measurable Output of the work Assignment:

- Regularly updated website and social media
- Record of activities of the network
- Hosted stakeholders meeting
- Represented the network at events and stakeholders' meetings

- Tracked a number of call for proposal

Required Qualifications and Experience

- University degree from an accredited academic institution preferably in Social Sciences, Policy Development, Public Administration and Sociology; a specialization in migration would be an advantage.
- Relevant experience preferably on Migration Management and or Policy development.
- Demonstrated expertise in migration related project/proposal conceptualization and policy development;
- Proven ability to meet deadlines;
- Knowledge of migration governance in Nigeria and understanding of national, regional and global migration issues;
- Demonstrated experience in the coordination of complex programmes implying multiple partners and stakeholders;
- Experience in liaising with governmental authorities, other international/national institutions and bodies
- Proven ability to write concise reports in English and facilitation skills highly desirable
- Excellent Microsoft Word skills and ability to take notes/drafts and produce high-quality written reports.
- Proven ability to manage website, social media – FaceBook; twitter; instagram
- Motivated, committed, responsible, and able to work in a team and independently with limited direct supervision;
- Other desirable qualifications

Language

Fluency in English; Knowledge of French and other International language is an advantage

Required Competencies

Behavioural

- Good interpersonal and communication skills
- Knowledge of statistical methods and migration data sources at the regional and international level
- Confident use of statistical analysis software and social research methods
- Personal commitment, efficiency and drive for results
- Ability to draft text clearly and concisely
- Ability to effectively handle multiple tasks under time constraint
- Proven track record of delivering on time and within the budget

How to apply:

Interested candidates are invited to submit their applications via email to csomigrationnetwork@gmail.com copied to emyxris@gmail.com indicating position as subject line **by Tuesday 31st July, 2018.**

In order for the applications to be considered valid, **CSOnetMADE** only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Director/Programme Coordinator, Civil Society Network on Migration and Development (CSOnetMADE)** and with a subject line **CFCV2018/1 Abuja. Intern (Program Administrative Assistant)**

All applications should include a functional email address, mobile numbers and detailed curriculum vitae (CV).

Posting period:

From 23.07.2018 – 31.07.2018