

**Terms of Reference**

<b>I. POSITION INFORMATION</b>	
Position title	PROJECT ASSISTANT (FMM/NSA)
Position grade	<b>Mission Target G4</b>
Duty station	<b>Cotonou/Benin</b>
Organizational Unit	Support to Free Movement of Persons & Migration in West Africa (10007227)
Appointment type	Special Short Term Grade Equivalent Contract
Reports directly to	<b>IOM Benin</b> and <b>Ms Taibatou SIDIBE (31083)</b> , PROGRAMME OFFICER (ECOWAS REG'L PRG), Abuja, Nigeria
<b>VACANCY-SPECIFIC INFORMATION</b>	
Estimated closing date	28 November 2018
Estimated start date	<b>As soon as possible</b>
Posting channel	UN Jobs platform
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Established in 1951, IOM is the leading inter-governmental organization in the field of migration and 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.</p> <p>Within the project "Support to Free Movement of Persons &amp; Migration in West Africa" (FMM West Africa), the Non-State Actors (NSA) Fund is designed to promote the active engagement of Non-state actors and local authorities in information and protection activities for the benefit of migrant and cross-border populations in West Africa. To this effect, the FMM West Africa Fund for Non-State Actors provides grants for the implementation of projects by Non-State actors and local authorities.</p> <p>FMM West Africa, NSA Fund is currently supporting the implementation of CSO projects in fifteen ECOWAS members' state. In Benin, a project of Community Support for the Reduction of Child Trafficking in the Departments of Donga is currently implemented under the fund management by the IOM Benin. The project include three components. The first is to improve the knowledge of the actors and the population on trafficking in person with a focus on cross-border aspect in the department of Donga. The second is to strengthen the capacities of the actors involved on protection for better prevention of victims. The third is to improve reception, reintegration and socio-professional reintegration of child victims of cross-border trafficking. For this purpose, the FMM West Africa under the supervision of IOM Benin country office is seeking a project assistant for a special short-term contract with experience in project management in line with the implementation of the project in Benin.</p> <p>The Project Assistant would support in managing the Non – State Actor's project in Benin with direct supervision of the FMM West Africa.</p> <p>Working under the overall supervision of the Deputy Chief of Mission and Programme Manager (FMM) and the direct supervision of the Programme Officer (FMM NSA Fund Coordinator), the incumbent would serve as a main focal point for of the Non – State Actors Fund, FMM West Africa in Benin. In particular s/he would be required to:</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	

**1. Project Management and Grant Management:**

- Create and maintain a complete grant files for each grantee including proposals, evaluation documents, approved budget, grant contract, quarterly reports, correspondences etc.;
- Support the review of NSAs activities and work with selected NGO to encourage and monitor adherence to procedures, grant agreement (i.e. appropriate level of detail is submitted; templates used);
- Monitor the funds in partnership with the Finances officer for the implementation of the activities as stated in the grant agreement;
- Prepare supporting documents for financing of each activities as requested to the NGO;
- Follow-up with payments of funds and ensure disbursement based on the activities in partnership with the Finances officer and upon approval of NSA Fund Coordinator;
- Provide technical support to the NGO to implement the project based on the activities and also to monitor and track progress in implementing the NSA Fund activities in Benin.
- Participate in the production of the technical briefs, operational papers, drafting of reports and concept notes;
- Maintain the grant matrix for the proper tracking of committed grant budgets, advances and settlements through checking that the figures are reconciled in the financial system in partnership with the Finances officer;
- Assist in the review of country quarterly reports/updates on grant monitoring;
- Work with FMM West Africa team to verify compliance with the grant closure rules and requirements of the NSA Fund management.

**2. Monitoring and Evaluation:**

- Work closely and regularly as IOM focal point and NSA Fund Team to track technical progress and results during grant implementation with the NGO;
- Work as IOM focal point to monitor spending of resources, and resolve any delays in program implementation in The Benin;
- Support regular monitoring visits to NSAs and provide technical assistance to NSAs through analysis of the field visit reports;
- Participate in a coordinated monitoring visit to the NSAs as deemed necessary by the NSA Fund Coordinator;
- Provide support to the NSA Fund’s evaluation process;
- Participate in the documentation and dissemination of lessons learned and best practices in close collaboration with the IOM focal points and NSA Fund team.
- Draft reports on workshops and field visits, minutes of meetings, and others;
- Performing other relevant duties as required.

**IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

**EDUCATION**

- Bachelor degree in Business Administration, Project Management, or related field; A Master’s Degree in related field will be advantageous;
- or an equivalent combination Education, Training & Experience;

EXPERIENCE	
<ul style="list-style-type: none"> <li>• Minimum 06 years (04 years for Degree Holders) relevant experience;</li> <li>• Substantial experience in Grants Management or Project Cycle Management.</li> <li>• Professional experience with civil society organizations in West Africa and specifically the Benin is key.</li> <li>• Demonstrated understanding of the ECOWAS region at regional, national and local levels.</li> <li>• Demonstrated knowledge with IOM/ECOWAS/EU policies, structure, and procedures.</li> <li>• Proven ability to operate in a team environment liaising with a diverse teams.</li> <li>• Excellent attention to detail.</li> <li>• Ability to manage a varied workload and prioritize tasks, work under pressure and meet deadlines.</li> <li>• Experience of using own initiative and problem-solving attitude.</li> <li>• Personal flexibility and high motivation preferably in with ECOWAS and local authorities.</li> </ul>	
V. LANGUAGES	
Required (specify the required knowledge)	Advantageous
Fluency in French	Good knowledge of English Language is an added advantage
VI. COMPETENCIES <sup>1</sup>	
<p>The incumbent is expected to demonstrate the following competencies:</p> <ul style="list-style-type: none"> <li>• Accountability - takes responsibility and manages constructive criticism;</li> <li>• Client Orientation - works effectively with all clients and stakeholders;</li> <li>• Continuous Learning - promotes continuous learning: communicates clearly;</li> <li>• Takes initiative and drives high levels of performance management;</li> <li>• Plans work, anticipates risks, and sets goals within area of responsibility; f)</li> <li>• Displays mastery of subject matter;</li> <li>• Contributes to a collegial team environment;</li> <li>• Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);</li> <li>• Teamwork - incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;</li> <li>• Personal flexibility and high motivation</li> </ul>	
Notes <sup>2</sup>	
<p>Internals of the Organization and NMS candidates will be considered as first-tier candidates. This vacancy is not open to second-tier candidates.</p> <p>Interested candidates are invited to submit their cover letter and CV to email address- <a href="mailto:tsidibe@iom.int">tsidibe@iom.int</a> copying <a href="mailto:beninvacancies@iom.int">beninvacancies@iom.int</a> before <b>28 November, 2018</b> with a subject line <b>STA2018_04 Project Assistant.</b></p>	



All applications should include a functional e-mail address, mobile numbers and detailed curriculum vitae (CV). **Please note that this position is open to ALL applicants and only shortlisted candidates will be contacted.**