



International Organization for Migration (IOM)
The UN Migration Agency

**Special Vacancy Notice
SVN-TD-028-2024
Ouvert aux candidats internes et externes**

Position Title : **DDR Project Assistant**

Duty Station : **N'Djamena- Tchad**

Classification : **G5/1**

Type of Appointment : **Special Short Term, 6 months with possibility of extension**

Estimated Start Date : **As soon as possible**

Closing Date : **June 13, 2024**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

As part of supporting the current transition, there was a sharing of information and ideas between the United Nations System (UNS) in Chad and the Chadian authorities in order to identify areas and potential activities for which the United Nations System (UNS) could support national authorities within the framework of a possible Disarmament, Demobilization and Reintegration (DDR) process of the politico-military groups signatories of the Doha Agreement.

To follow up on the main recommendations of the Inclusive and Sovereign National Dialogue (DNIS), and the provisions of the Doha Agreement for Peace and for the Participation of Politico-Military Movements, the project aims to support an environment favorable to the disarmament process, demobilization and reintegration (DDR) of elements of the signatory political-military movements, to contribute to the stabilization of the political-security context in Chad and promote the consolidation of peace in the country.

The project is designed to support Chadian transitional institutions in the establishment and operationalization of political, institutional, legal and operational frameworks for the implementation by national authorities of an inclusive, appropriate, transparent and transparent national DDR program, which will also take into account gender dimensions, the specificities of the national and local context, and the lessons learned from previous DDR processes which took place in Chad and in the region. This approach will make it possible to have a catalytic effect, by strengthening confidence in the DDR program and, more generally, in the peace process,

between the stakeholders in the Doha Agreement and the DNIS, as well as the Chadian population at the national and community level. These aspects will, in turn, demonstrate the viability of the DDR program, the good faith and commitment of stakeholders, and the support of the population for it, thus allowing the participation of other partners to support the successive stages of the process of community reintegration in other areas affected by the return of ex-combatants.

Responsibilities and Accountabilities

1. Support the DDR Focal Point in the management and implementation of daily activities in the field.
2. Monitor the implementation and progress of activities in collaboration with Internal and external stakeholders.
3. Liaise with logistics and finance units staff to ensure payment of local suppliers and procurement for needs relating to Program activities.
4. Support the logistical organization of activities.
5. Work closely with contracted partners to ensure proper implementation of activities.
6. Assist to maintain full transparency of IOM rules and procedures during discussions with beneficiaries.
7. Provide ongoing updates on project activities to local stakeholders.
8. Resolve issues and ensure timely reporting of challenges that may arise in the relationships between authorities, beneficiaries and other stakeholders and contribute to resolve issues.
9. Maintain and foster positive working relationships with the DDR commission, national and local authorities, beneficiaries and other stakeholders.
10. Support to and monitor the transparent organization of all project activities.
11. Strictly adhere to the Do no Harm principles throughout the project implementation process.
12. Contribute, under the responsibility of the DDR Focal Point, the sharing of information necessary for the conduct of activities between the project team and the stakeholders, partners and beneficiaries of the project.
13. Assist the program in the correct documentation of all activities and implementation processes.
14. Participate in the organization of large-scale events such as seminars, workshops, various meetings and other participatory exercises with institutions, program stakeholders (drafting of agendas and terms of reference, logistical organization, reports, etc. ...).
15. Establish positive relationships with IOM staff in administrative and programmatic units in N'Djamena and on the ground in Lac Province and ensure regular coordination to facilitate operations and measure opportunities for complementarity.
16. Carry out business travel as needed.
17. Any other task that may be assigned.

Required Qualifications and Experience:

Education

- Bachelor's degree or equivalent diplomas in Social Studies, Political Science, Education, Sociology, Administration with three (3) years of relevant professional experience, or High School diploma with five (5) years of relevant professional experience⁷
- Experience in an international organizations or NGOs is an advantage.
- Excellent writing and proofreading skills;
- Be of Chadian nationality

Experience

- Have solid experience in supporting the execution of projects (training partners at national, local and community level, holding meetings, channeling differences of point of view, taking into account community ideas, guidance from community committees).
- At least 3 years of professional experience working with vulnerable populations in Chad in the areas of community organization or political dialogue within international or national organizations.
- Know how to manage internal communications within the project execution team, as well as with external partners.
- Know how to develop and submit reports (missions, workshop, meetings) in French in compliance with deadlines established by the Project focal point.
- Experience in complying with security regulations established for United Nations personnel.
- Have at least 3 years of experience in the field of humanitarian organizations
- Have a good knowledge of the “do no harm” approach in the humanitarian field.

Languages

- Excellent expression and communication in French
- Knowledge of Arab will be an asset.

Required Competencies:

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

Core Competencies – Behavioral 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Other:

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

Only candidates residing in either the country of the duty station or from a location in a neighboring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighboring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications via e-mail to iomchadrecruitment@iom.int referring to this advertisement in the subject: **“SVN-TD-028-2024” and Vacancy Name: DDR Project Assistant-G5** with minimum of two professional referees and their contacts (both email and telephone).

Application must contain **Only a CV and a cover letter in a unique file.**

- Please do not attach any supporting document
- Only complete applications will be considered
- Only short-listed candidates will be contacted
- Female candidatures are highly encouraged.
- Applications not adhering to the instructions mentioned above may be subject to disqualification.

Posting period: From: May 30, 2024 to June 13, 202

