



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

Terms of Reference

I. POSITION INFORMATION	
Position title	Emergency Project Coordinator – Mozambique
Duty station	Inhambane, Mozambique
Reports directly to	Chief of Mission
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the direct supervision of the Chief of Mission (CoM), the successful candidate will be responsible for the implementation and direct technical coordination of all activities related to IOMs response to Cyclone Dineo in Inhambane province. S/he will also coordinate his/her work with Department of Operations & Emergencies (DOE).</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Draft proposals for the Humanitarian Action in Inhambane – Cyclone Response.2. Set up operation in Inhambane Province, Mozambique3. Work out agreement with Red Cross4. Supervise the process of purchase, and delivery of various shelter and WASH NFI5. Set up the project coordination in Inhambane, including:6. Engage partners and agree on locations for intervention7. Support local recruitment processes, as needed8. Identify training needs for volunteers, and collaborators, assist to design training curriculum.9. In close coordination with the COM, carry out donor liaison for this and other potential projects and programs.10. Assist on-the-ground implementation and facilitation of all activities related to this DOE project activity, and continuously monitor the project against its intended targets.11. Coordinate with national and local government authorities, represent IOM in operational project coordination meetings with partners and stakeholders, national and provincial authorities, and report back to the COM, act on his/her behalf when required.	

12. Supervise and provide guidance to assigned and delegated project staff when needed.
13. Ensure IOM and donor's visibilities during project activities.
14. Monitor emergencies, DRR/DRM (disaster risk reduction / disaster risk management) trends in the country, and contribute as necessary to fund-raising efforts and donor liaison, including supporting the identification and development of new project proposals and concept notes.
15. Identify obstacles to the smooth implementation of the tasks assigned, propose solutions and or consult COM in a timely manner.
16. Coordinate and provide support in the development of methodologies to strengthen Government efforts in emergency management, DRR/DRM, etc.
17. Undertake duty travel within country as necessary.
18. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- Master's degree in, International Development, Social Sciences, Ecology or Environment Development, Risk Management 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 working in the development and humanitarian fields;
- Progressive field experience, particularly project management of humanitarian projects/ programmes;
- Proven proficiency in developing adult learning training packages including methodology and tools;
- Advanced computer literacy, including internet and MS Office;
- Practical experience with international organizations, in development, implementation and evaluation, and/or project implementation and management;
- Familiarity with different project cycle steps and donor relations;
- Experience in liaising with government authorities, inter-governmental institutions, United Nations Systems, other national and international institutions and national and international NGOs;
- Previous experience working with administrative and logistic processes in emergency and post crisis environments;
- Previous experience working in complex emergencies is an advantage.

V. LANGUAGES

Required (specify the required knowledge)	Advantageous
Fluency in Portuguese and English	Local languages
VI. COMPETENCIES¹	
<p>The incumbent is expected to demonstrate the following competencies:</p> <ul style="list-style-type: none"> • 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 the delivery of programmes and 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 equitable gender participation. • Technological Awareness - displays awareness of relevant technological solutions; • Resource Mobilization – in close collaboration with the COM, works with internal and external stakeholders to meet resource needs of IOM, as may be required 	

METHOD OF APPLICATION

Send Cover Letter and CV by email to iommaputo@iom.int with subject: ***“Emergency Project Coordinator Position”***.

Start date: ASAP

Only Shortlisted Candidates will be contacted.