



International Organization for Migration (IOM)  
The UN Migration Agency

## OPEN TO EXTERNAL CANDIDATES

Reference No. : CFA/MZ10/BEIRA / 2019/08  
Position Title : Shelter/NFI Field Focal Point  
Duty Station : Various Location (Beira and Chimoio)  
Classification : Ungraded (UG)  
Type of Appointment : Special Short Term Hourly Contract, 3 (three) months with the possibility of extension  
Estimated Start Date : As soon as possible  
Closing Date : 28 May 2019

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. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

### Context:

Under the direct supervision of the Programme Manager and overall supervision of the Head of sub Office (HoO) in Beira, and in coordination with the relevant unit the incumbent will assist the concern programme unit for implementation of the programme.

### Core Functions / Responsibilities:

1. Assist implementation of IOM Shelter/NFI programme with a focus on the Shelter/NFI distribution and post distribution monitoring. Prepare first hand reports from field to inform for necessary action.
2. Assist in needs/gap assessment, distribution of tokens for identified beneficiaries based on the assessment, notification to beneficiaries in advance to the distribution, set up distribution points, and crowd control with security measures;
3. Assist in preparation of other shelter activities including community mobilisation and sensitization.
4. Collect and document the best practices and disseminate at appropriate levels as indicated.
5. Maintain good professional relationship with the community representatives, NGO partners, local government, and other relevant actors.
6. Produce daily/weekly reports, and related updates as required.
7. Ensure use of feedback mechanism for beneficiaries through meetings, regular focus group discussions etc. to assess impact and quality of activities.
8. Collect accurate and updated data and generate reports; assist in preparing program progress report.
9. Perform other duties as required and assigned by the supervisor.

## Required Qualifications and Experience

### Education

- Completed university degree from an accredited academic institution preferably in Disaster Management, Civil engineering, Architecture, Social Science, Sociology, Psychology or a related field from an accredited academic institution with one year of relevant professional experience.

### Experience

- Field experience in emergency response (natural or human made disaster)
- Knowledge of structures and functions of national and international humanitarian agencies, donors and organizations.
- Familiarity with the Emergency Response, Disaster Management and Disaster Risk Reduction in the region an advantage.
- Experience in shelter/NFI programme, particularly distribution and beneficiary training is an advantage.

### Languages

Fluency in Portuguese is required; Fluency in English , Emakhuwa, Cisená, Xitsonga or any local language is advantage

### Required Competencies

#### Competencies

The incumbent is expected to demonstrate the following values and competencies:

#### Required Competencies

##### Values

- Inclusion & respect for diversity: respects and promotes individual and cultural differences. Encourages diversity and inclusion wherever possible.
- Integrity & 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

- 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.

How to apply:

Interested candidates are invited to submit their applications in ENGLISH, with:

- a) Cover letter, clearly specify suitability and availability date,
- b) Detailed curriculum vitae, including historical salary and minimum three referees (preferably former direct supervisors).

Please send your application directly to [WFREHIWOT@iom.int](mailto:WFREHIWOT@iom.int) and [Anovela@iom.int](mailto:Anovela@iom.int) , or send directly to Human Resources IOM, CPMZ AV. Martines da Revolucao No. 1452 PO Box 1183, Macuti, Beira, Mozambique. Indicating (CFCV/MZ10/BEIRA/2019/08) – Mobile Team Member (CCCM) in the subject of the email/envelope. The deadline for applications is Tuesday 28 May 2019.

Only applicant who meets the above qualification will be considered

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

Posting period: 20 May – 28 May 2019