



International Organization for Migration (IOM)  
The UN Migration Agency

**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2021/070**

Position Title : **Senior Programme Associate (CRP)**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Community Resilience and Peacebuilding (CRP)**

Classification : **General Service, G-6**

Type of Appointment : **Special Short-Term Graded Contract, 6 (six) months with the possibility of extension.**

Report to : **Programme Manager (Community Resilience and Peacebuilding (CRP))**

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

Closing Date : **28 December 2021**

IOM is committed to a diverse and inclusive environment. For the purpose of this vacancy, the following internal candidates who meet the eligibility criteria are considered as first-tier candidates:

- Internal candidates on regular or fixed-term contracts should meet the minimum time in post requirement of eighteen months or more at the time of the closing of the SVN.
- The minimum time in post requirement is six months for such internal candidates who are incumbents of a position being advertised or confirmed for discontinuation.
- Internal candidates on short-term contracts should meet the minimum time in post requirement of six months or more at the time of the closing of the SVN.

In addition, all applicants should meet eligibility requirements for languages, education and

***Context:***

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and

internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

IOM-Mozambique has an established Community Resilience and Peacebuilding (CRP) portfolio that strengthens the ability of communities to mitigate the negative effects of violent conflict. Activities in this portfolio build social cohesion through support to civil society, income generation activities, community-led infrastructure upgrades and support to the Government of Mozambique in implementing policies and strategies related to peace and stability. The activities are being implemented across multiple communities and districts and will require significant operational support.

Under the direct supervision of the Programme Manager (IBM/CEP), the Senior Programme Associate will be responsible for financial expenditure tracking, budgetary forecasts, financial reporting, and management of administrative and HR related components of the CRP Programme.

***Responsibilities and Accountabilities:***

1. Assist the Programme Manager (CRP) in monitoring and overseeing the day-to day budgetary and financial functions in accordance with IOM's rules, regulations and procedures.
2. Assist the Programme Manager (CRP) in monitoring that the Programme's expenditures and commitments are in accordance with donors' financial guidelines and requirements.
3. Assist the Programme Manager (CRP) in prompt and accurate financial tracking, financial record keeping and financial reporting for all project activities and ensure that all financial records are in accordance with IOM standards. This includes weekly PRF, payment, PO tracking, financial report, commitment tracking report, daily operational balance, tracking sheet, and report on overspent and underspent items, among others.
4. Assist the Programme Manager (CRP) in prompt and accurate financial projection, which ensures appropriate and efficient use of budget. This includes weekly and monthly summary report, among others.
5. In coordination with the Programme Manager (CRP), monitor budget and analyze variances between budget and actual expenditures for project, prepare pipelines, prepare invoice on timeline basis to be submitted to donor, financial and donor reports.
6. In coordination with the Human Resources (HR) Unit in Maputo, assist the Programme Manager (IBM/CEP) in monitoring and managing HR-related aspects of staff and consultants working in the Portfolio.
7. Maintain financial reports.

8. Support the Finance and Procurement unit in review and monitor Implementing Partners' financial report, ensure monitor the cost-effectiveness of its activities in providing services to target beneficiaries and ensure verify that all of their financial records are in accordance with IOM standards.
9. Work closely with Maputo and Pemba's Human Resources and Finance and Procurement Unit to ensure that all the duties are done in coordinative manner, and in line with IOM procedures and processes.
10. Perform such other duties as may be assigned, including duty travel.

### ***Required Qualifications and Experience***

#### **Education**

- University degree from an accredited academic institution, preferably in Accounting or Business Administration with a professional certification as chartered accountant or certified public accountant with at least 4 (four) years of relevant experience or
- Completed Senior High School Diploma with at least 6 (six) years of relevant work experience.

#### **Experience**

- Minimum four years of finance/accounting and administrative experience.
- Experience in project management support and information gathering
- Have relevant training and field experience, specifically in IOM accounting systems

#### **SKILLS**

- Knowledge of IOM accounting systems, software and procedures a distinct advantage, including that of database administration.
- Ability to prepare clear and concise reports and to analyse and interpret source information and data.
- High level of computer literacy is required, particularly in IOM computerized accounting systems.
- Good knowledge of MS office, specifically MS Excel.
- Good communication skills, personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking
- Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

## **Languages**

Fluency in **English** and **Portuguese** is required (oral and written).

## **Required Competencies**

The incumbent 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** – behavioural indicators

- 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.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

### **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 skype user ID, phone number, historical salary and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above [**Name, SVN/MZ10/2021/070 – Senior Programme Associate (CRP)**] as subject. The deadline for applications is **28 December 2021**.

**Only applicant who meets the above qualification will be considered.**

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

***Posting period:***

From 14.12.2021 to 28.12.2021