



International Organization for Migration (IOM)  
The UN Migration Agency

## OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **VN/MZ10/2021/072**

Position Title : **Senior Project Assistant (CRP) – 2 positions**

Duty Station : Pemba, Mozambique

Organizational Unit : Community Resilience and Peacebuilding (CRP)

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

Type of Appointment : One Year Fixed Term, 1 (one) year with the possibility of extension.

Report to : Programme Officer (CRP)

Estimated Start Date : As soon as possible

Closing Date : **29 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 VN.
- 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 VN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the VN.

### **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, in order 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 overall supervision of the CRP Programme Manager and direct supervision of the CRP National Project Officer, the incumbent will support the implementation of the CRP portfolio, which will require significant travel.

***Responsibilities and Accountabilities:***

1. Assist in the planning, coordination, implementation, and monitoring of activities including participatory community assessments, workshops, and capacity building activities, in line with IOM rules and regulations.
2. Coordinate with local associations, civil society organizations and community-based organizations to implement community-based activities.
3. Liaise as tasked with local authorities.
4. Provide financial and administrative coordination and monitoring to facilitate effective project implementation.
5. Track budget and suggest necessary adjustments.
6. Coordinate logistics in organizing relevant project activities.
7. Liaise with community leadership, and community members, to implement programming.
8. Provide field reports on project activities in English.
9. Organize workshops and capacity building activities, draft notes on relevant meetings.
10. Conduct field/monitoring visits to target areas in coordination with government counterparts and UN partners as applicable.
11. Assist in ensuring data and other information is collected and analyzed, feeding into monitoring and evaluation tools.
12. Maintain partnerships with local government entities, implementing partners and other stakeholders as relevant to the projects assigned.
13. Support coordination of activities between the project partners, implementing agencies and beneficiaries for timely and smooth implementation of the projects;
14. Actively participate in processes to continually improve project implementation and design.
15. Support the Programme Manager and other core management staff to understand the Mozambican context;
16. Undertake travel and perform all other duties as assigned.

***Required Qualifications and Experience***

**Education**

- University Degree from an accredited institution in International Relations, Political Science, Security Studies, Law, Humanitarian Affairs, Human Rights or other relevant degree with at least four years of relevant work experience, or
- Completed High School degree with at least 6 (six) years in relevant work experience

## Experience

- Experience in supporting the field-level implementation of projects in a relevant context is required'
- Experience implementing humanitarian, development or peacebuilding, resilience, transition, or stabilization activities in conflict-affected areas is desirable;
- Experience implementing programming in the context of conflict is highly desirable;
- Previous experience with IOM or other international organizations is a distinct advantage;
- Experience in liaising with local governmental authorities is an advantage;
- Experience in community engagement is required;
- Knowledge with the Cabo Delgado context is an advantage;
- Knowledge of peacebuilding, stabilization, resilience and/or conflict mitigation is an advantage

## Skills

- Good communication, interpersonal and organizational skills.
- Ability to write clearly and concisely including activity reports in English;
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;
- Personal commitment, efficiency, flexibility and drive for results;
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint and Word

## Languages

Fluency in **English** and **Portuguese** both written and spoken is required. Local languages of Cabo Delgado province

## 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, VN/MZ10/2021/072 – Senior Project Assistant (CRP)]** as subject. The deadline for applications is **29 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 15.12.2021 to 29.12.2021