



OPEN TO INTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/044**
Position Title : **Energy Project Administrative Assistant (MECC/Energy)**

Duty Station : Beira, Mozambique
Job Family : MECC/Energy
Classification : **General Service, G-4**
Type of Appointment : Special Short Term Graded Contract, 06 (six) months with a possibility of extension.

Report to : Energy Project Officer
Estimated Start Date : As soon as possible
Closing Date : **13 June 2023**

IOM is committed to a diverse and inclusive environment. For 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 work experience requirements stipulated in the SVN.

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.

Working under the overall supervision of the Energy Project Officer, the incumbent will support the Energy Project Officer to ensure that all necessary administration tasks are completed in accordance with IOM protocols and procedures.

The Project Administrative Assistant will be the focal point for the Energy Project officer and other departments to ensure the timely submission and follow up of necessary administration activities.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support administrative and clerical activities in the field in close collaboration with the Field staffs, Finance and Procurement/Logistics Unit.
2. Liaise with IOM Procurement and Logistics unit for the follow up of the procurement of materials and the delivery in a timely manner.
3. Advise the Energy Project Officer of any deviations from the plan and propose necessary adjustments.
4. In close coordination with the Energy Project Officer and finance unit, assist in monitoring of project budget and financial expenditures and all administrative procedures in line with the work-plan, alert the Project Officer on shortfalls and over-expenditures.
5. Provide assistance in organizing the logistical of trainings, meetings and other special events as required.
6. Compile relevant data from field teams for submission to Information Management Officer
7. Provide support in general operations troubleshooting and problem solving.
8. Process advances and payment requests and initiate corrective action when necessary.
9. Coordinate with Human Resources, and Finance Units in the compilation of documentation related to recruitment, staffing, time sheets, payment etc.
10. Process all Purchase Requisition Forms (PRFs), including submission to relevant units for approval, tracking of PRFs, and maintaining the tracking database.
11. Maintain an effective tracking system of Energy project inventory, filing system of the project documents, letters, memo, etc.
12. Support the programme officer with other duties such as report writing, trainings on various topics and representation if necessary.
13. Perform such other duties as may be assigned.

EDUCATION

- Degree in International Relations, Administration, or related area from an accredited university with two years relevant work experience; or
- Completed high school diploma with at least four years of relevant working experience preferably within the International Humanitarian Organizations.

EXPERIENCE

- Has good knowledge of administration and project implementation and experience in a Humanitarian assistance and Displacement or energy access.
- Has previous experience working in community-based programmes or camp settings.
- Previous working experience in an international organization and familiarity with the IOM/UN common system or similar systems is an advantage.

SKILLS

- Good communication and teamwork skills.
- Personal Commitment and high level of integrity.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work independently under minimal supervision.
- Ability to handle pressure.
- Excellent communication skills
- Proficient with Microsoft Office package and good IT skills is an advantage.

LANGUAGES

Required

- Fluency in **English** and **Portuguese** is required (oral and written). Local languages are desirable.

REQUIRED COMPETENCIES

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

VALUES - All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **Integrity and transparency:** Maintain 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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

CORE COMPETENCIES - Behavioural 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 actions 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.

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 , indicating your name and the reference code above **[Name, SVN/MZ10/2023/044 –Energy Project Administrative Assistant (MECC/Energy)]** as subject. The deadline for applications is **07 June 2023**.

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 29.05.2023 to 13.06.2023