



### OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2023/025**  
Position Title : **Project Assistant (CCCM)**  
Duty Station : Beira, Mozambique  
Job Classification : Operations  
Organization Unit : CCCM  
Classification : **General Service, Grade: UG**  
Type of Appointment : Special Short Term Ungraded Contract, 06 (six) months with possibility of extension  
Report to : Programme Manager (CCCM)  
Estimated Start Date : As soon as possible  
Closing Date : **05 April 2023**

IOM is committed to a diverse and inclusive environment. This is a request for Curricula / expression of interest for the position of **Project Assistant (CCCM)**. The successful candidate will be offered Special Short Term Ungraded Contract.

### CONTEXT:

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 174 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 CCCM Programme Manager and the direct supervision of the CCCM Programme Officer, the incumbent will work within selected sites and site-like settings as well as in hosting communities, informal sites and areas of return assisting in coordinating work of CCCM field teams as they discharge standard CCCM tasks, such as coordination, community engagement and implementation of minimal site maintenance projects. The staff will also support the implementation of durable solutions related programmes in resettlement sites. The position is based in Beira Sub Office providing support

in implementation of CCCM activities in the central provinces of Sofala, Manica, Tete and Zambezia province.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

- 1) In collaboration with the CCCM Programme Officer in ensuring adequate coverage of sites hosting IDP populations by the CCCM field teams.
- 2) Assist to follow up CCCM field staff in implement site management activities in accordance with CCCM Cluster site management standards.
- 3) Provide support to the Site Planner in site planning and development works. Support in implementation of all site maintenance works and site improvement activities. Ensure all documentation for cash for work activities are properly accounted for.
- 4) Support in ensuring proper monitoring and reporting of activities being done by site management, government agencies, national and international NGOs, UN organizations and other relevant stakeholders in the sites being covered by the IOM CCCM teams.
- 5) Support in providing field level CCCM training where necessary. Support in facilitating CCCM trainings to various stakeholders on a regular basis.
- 6) Provide support in the establishment of representative IDP committees that reflect age, gender, and diversity of the IDP population at site level.
- 7) Support in implementation of Communication with Communities activities and operate Complaints and feedback mechanisms in designated sites.
- 8) Assist the Programme Manager and Programme Officer in ensuring the CCCM multi-sector site tracker and other databases are updated on a regular basis by the CCCM field staff and IOM partners. Extract reports from the CCCM multi sector site tracker for analysis by Programme Officer and Programme Manager
- 9) Understand and carry out duties in accordance with the humanitarian principles, core values, the Code of Conduct and PSEA.
- 10) In the absence of Programme Manager and Programme Officer, provide support in attending coordination meetings in clusters, technical working groups and task forces representing IOM when delegated to do so.
- 11) Provide support in implementation of activities for Durable solutions related programmes for resettled IDP communities, include community engagement, community-based planning, and other related activities.
- 12) Perform any other relevant duty as may be assigned.

## **EDUCATION**

- Bachelor's degree in business administration, Social Science or Behavioural Sciences degree or equivalent with at least 2 (two) years of relevant previous work experience, or
- Senior High School Diploma with at least 4 (four) years of relevant previous work experience.

## **EXPERIENCE**

- Demonstrable knowledge of, and experience in project implementation and operational
- Has previous experience in humanitarian work or the development sectors.
- Previous experience in experience in camp management related work advantageous
- Previous experience in capacity building is an added advantage.

## **SKILLS**

- Proven ability to interact effectively with government officials/local authorities and other institutions essential.
- Ability to establish priorities and undertake assigned tasks with minimum supervision.
- Good drafting ability and communication skills, both oral and written to produce reports in English and Portuguese.
- Able to work independently, under pressure, undertake frequent project related travels and able to work during weekends and overtime.
- Relevant administrative or humanitarian trainings advantageous.

## **LANGUAGES**

Fluency in **English and Portuguese** both oral and written is a must.

## **DESIRABLE**

Knowledge of local languages is an advantage.

## **REQUIRED COMPETENCIES**

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

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 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.

### **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 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.

## 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, CFCV/MZ10/2023/025 – Project Assistant (CCCM)]** as subject. The deadline for applications is **05 April 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 22.03.2023 to 05.04.2023