



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2023/049**

Position Title : Project Assistant (Engineering)-CRP

Duty Station : Pemba, Mozambique

Job Family : Community Resilience and Peacebuilding

Classification : **General Service, G-5**

Type of Appointment : Special Short Term Graded Contract, 06 (six) months with a possibility of extension.

Report to : Project Officer (Infrastructure)

Estimated Start Date : As soon as possible

Closing Date : **15 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.

Under the overall supervision of the Programme Manager CRP and direct supervision of the Infrastructure Officer and in coordination with the Programme Officer, the incumbent will support the implementation and monitoring of the peacebuilding portfolio and support the coordination of work of a team of field staff, which will require significant travel.

### **RESPONSIBILITIES AND ACCOUNTABILITIES**

1. Assist in the coordination and liaison with district authorities, as well as humanitarian and development partners, including participation in local meetings, documenting meetings and following-up on outcomes.
2. Provide assistance in implementing and monitoring the day-to-day activities of the project in assigned communities.
3. Provide linkages between programmatic outcomes to technical results related to rehabilitation, revitalization, and construction of community-led projects.
4. Support the preparation of training for community members and community-based groups, with a particular focus on sustainability of community projects.
5. Assist in monitoring and evaluation processes, including data entry and conducting monitoring visits.
6. Support the program team in the planning phase to identify the most needed infrastructure at the community level.
7. Ensure regular monitoring and reporting of community-based and field activities, including follow-up and activity planning.
8. Assist the Officers in monitoring and notifying the Program Manager of all potential/emerging risks associated with the project.
9. Support the field assessment for the environmental compliance activity and report

back with any challenges at the field level.

10. Undertake duty travel as required, and support in the preparation of donor visits and ensuring all logistic, procurement stuff is in place.
11. Guide, train and assist in coordinating the work of field staff and community agents.
12. Perform such other duties as may be assigned.

## **EDUCATION**

- Bachelor's degree from an accredited academic institution in a Engineering or Environmental field with at least three years of relevant experience, or;
- Completed High School degree from an accredited academic institution, with 5 (five) years of relevant professional experience.

## **EXPERIENCE**

- Experience managing Community based activities in a humanitarian or development context is required.
- Experience working and communicating with communities and community leaders required.
- Experience working with Engineering institutions, associations and civil society is required.
- Experience in data entry, data management and information management are highly desirable.
- Experience with conflict prevention, mediation or psychosocial counselling is highly desirable.

## **SKILLS**

- Excellent planning and organizational skills are required, including the ability to meet deadlines and work under pressure.
- Excellent communication and negotiation skills. Ability to present clear and concise information is required.

## **LANGUAGES**

- Fluency in **English** and **Portuguese** both written and spoken is required.

- Any local spoken language from North Mozambique is 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](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above **[Name, SVN/MZ10/2023/049 – Project Assistant (Engineering)-CRP]** as subject. The deadline for applications is **15 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 08.06.2023 to 15.06.2023