



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **CFCV/MZ10/2022/039**

Position Title : **Movement Operations Assistant**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **Resources Management Unit**

Classification : **UG**

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

Report to : **Procurement & Logistics Officer**

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

Closing Date : **21 October 2022**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration and works closely with governmental, intergovernmental, and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

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

***Context:***

Mozambique has been member state of IOM since 2011 with a main office in Maputo and sub-offices in Beira, Sofala Province, Pemba in Cabo Delgado Province and Field office in Memba, Nampula as well as many other project sites. As of March 2019, active IOM programming includes migration health, protection and assisted Voluntary Return, Migration Research and Emergency Programming related to Cyclone Idai. IOM Mozambique has been providing technical support and assistance to the Government of Mozambique dating back to 1994 on Migration Management, Health, Disaster Risk Reduction and Emergency Response.

Under the overall supervision of Senior Resources Management Officer and under direct supervision of Procurement/Logistics Officer, the incumbent will be responsible to carry out duties related to the Organization's Staff Travel and Movement Activities.

***Responsibilities and Accountabilities:***

1. Handle administrative arrangements as relates to Staff travel:
  - a. Ticketing: Receive and review request for ticket reservation from staff members, coordinate with the Airlines and the travel agents for the ticketing matters, coordinate and ensure that all ticket purchases are reviewed and approved by the programme managers or Head of Unit, upon approval, authorizes travel agent to issue the tickets and collect the ticket from the Airlines/travel agents.
  - b. Assist in making hotel reservation and preparing Request for Payment related to hotel accommodation for any staff on duty travel.
  - c. Arrange the airport pick up.
2. Ensure the timely delivery of procured ticket and hotel booking to the requestor and ensure that the requestor submitted the TA for the supporting documents.
3. Check and verify the invoice from the travel agents and hotels, prepare the request for payment of the ticket purchased and hotel and submit it to Finance Unit for the payment process.
4. Maintain an effective filing system and record.
5. Assist in obtaining hotel corporate rate for the Mission and maintaining the hotel data base including the UNDSS hotel rate.
6. Assist in doing regular invoice reconciliation with vendors.
7. Perform such other related duties as may be assigned.

***Required Qualifications and Experience***

**Education**

- Bachelor's degree in business/Office Administration, Public Relation, Management, or Secretarial, from accredited academic institution, with at least one year of relevant work experience, or
- Completed high school degree from accredited academic institution, with three years of relevant work experience.

**Experience**

- Good knowledge of and experiences in procurement and logistic, administration and operational.
- Has previous experience in ticketing and hotel reservation and previous working experience with travel agency/airline company will be highly regarded

**SKILLS**

- Ability to prepare clear and concise reports and to analyses and interpret source information and data.
- High level of computer literacy is required, good knowledge of MS-Office, specifically Microsoft EXCEL.
- Have knowledge and experiences in SAP is an advantage.

### **Languages**

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

### ***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/MZ10/2022/039 -Movement Operations Assistant]** as subject. The deadline for applications is **21 October 2022**.

**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 14.10.2022 to 21.10.2022