



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/003**

Position Title : **PSEA Assistant**

Duty Station : Nampula, Mozambique

Job Classification : Programmes

Organization Unit : PSEA

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

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

Report to : PSEA Coordinator

Estimated Start Date : As soon as possible

Closing Date : **20 February 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.

Over the past decade, IOM has increasingly been seen as a strong player supporting the prevention and response to Sexual Exploitation and Abuse (SEA) and Sexual Harassment within the UN, the Inter-Agency Standing Committee (IASC), and amongst the humanitarian community. SEA by aid workers is a violation of human rights and IOM is committed to combat any kind of SEA by its staff, related personnel, and partners. In 2021, IOM developed its strategic approach toward the prevention of and response to SEA and sexual harassment focusing on five priority areas: 1) Leadership and Organizational Culture; 2) Institutional Accountability and Transparency; 3) Capacity-Development, Training, and Communication; 4) Quality and Accessible Victim Assistance; 5) Partnership and Coordination.

With the large-scale humanitarian crises in northern Mozambique which sees over 940.000 people displaced, the risk of SEA committed by aid workers involved in distributions or provision of services to the affected population, is much higher. IOM is one of the largest agencies in Mozambique with almost 700 staff deployed across the south, central and northern regions of Mozambique. Hence it is of utmost importance to intensify interventions and activities that seek to prevent, mitigate, and respond to sexual misconduct. In this regard, IOM Mozambique has made joint commitments on the Protection from Sexual Exploitation and Abuse (PSEA) that include active participation in the national inter-agency PSEA Network and the co-chairing role in the PSEA Network at Cabo Delgado level.

While significant progress has been made to prevent and respond to SEA within the Organization such as through the development of innovative PSEA trainings, the development of a misconduct platform to report SEA, and extensive interagency collaboration on PSEA, more needs to be done within country and at the programmatic level, and the PSEA Assistant will support these efforts.

Under the overall guidance of the IOM Chief of Mission and the direct supervision of the PSEA Coordinator, and in close coordination with Head of Sub Office, the incumbent will support the implementation of IOM's PSEA activities in Mozambique, with particular focus on Northern Mozambique.

RESPONSIBILITIES AND ACCOUNTABILITIES

- 1) Support IOM teams, programmes, and units to identify and mitigate SEA risks within all IOM programming and within HR practices.
- 2) At all possible opportunities (during relevant trainings, in staff and programme meetings, through newsletters) continually share key messages on PSEA (*how to report, We Are All In platform, embedding PSEA in programming, mandatory reporting requirements etc*).
- 3) Actively participate within IOM internal and other interagency PSEA communication and coordination initiatives and share lessons internally to inform programming.
- 4) Organize and implement PSEA activities in Mozambique in close coordination with the IOM units and the PSEA Coordinator.
- 5) Conduct regular PSEA trainings to different target groups (including IOM staff and related personnel, Implementing Partners, contractors, key institutional stakeholders, community leaders).
- 6) Support in building the capacity of PSEA amongst IOM partners (e.g. assess partner PSEA capacity, deliver PSEA trainings to partner staff, brief partners on PSEA as applicable).
- 7) Support the work of PSEA champions within Country to deliver key messaging and trainings as appropriate.
- 8) Conduct awareness raising activities in the communities to disseminate PSEA messages within the affected population.
- 9) Regularly track all PSEA activities conducted, including trainings and awareness raising activities amongst others, through the tracking tools developed at Country level.
- 10) Update on the number of staff, non-staff trained, contractors, implementing partners, and service providers trained in the mission on PSEA, to track compliance and facilitate the management of training delivery and refresher courses, in coordination with HR. Support the registration of all participants (staff and non-staff) within the IOM system and the delivery of certificates.

- 11)** Support the implementation of communication and awareness-raising activities and tools to ensure appropriate PSEA messaging and knowledge on prohibited behaviours as well as how to report allegations of misconduct, including SEA within communities and amongst beneficiaries; ensure localization of SEA messaging.
- 12)** Coordinate closely with GBV/Protection or other relevant colleagues to ensure linkages through existing interagency referral pathways to available services for survivor's assistance.
- 13)** Assist in the implementation and monitoring of IOM's PSEA related activities, in line with IOM rules and regulations.
- 14)** Provide financial and administrative support on the projects' implementation.
- 15)** Support and coordinate logistical assistance in organizing relevant PSEA activities.
- 16)** Compile brief and periodical reports on the status of the project activities for internal use and donor reporting.
- 17)** Support the creation and update of monitoring and evaluation tools relevant for tracking PSEA activities.
- 18)** Undertake duty travel as required.
- 19)** Perform any other duties as may be assigned.

EDUCATION

- Bachelor's Degree from an accredited institution in Law, International Relations, Psychology, Social Sciences or Social Work, Development Studies and Planning, Humanitarian Affairs, Human Rights, or other relevant degree with at least three years of relevant work experience, or
- Completed High School degree with at least 5 (five) years in relevant work experience.

EXPERIENCE

- Experience in the fields of sexual exploitation and abuse, protection, child protection, gender-based violence, accountability to affected populations (AAP), gender mainstreaming and/or humanitarian affairs.
- Significant experience in conducting trainings to different audiences, preferably on PSEA, GBV, Child Protection, or Protection.
- Experience in developing training materials and other capacity-building materials and tools, and communication materials to promote behaviour change.

- Experience in raising awareness within the communities, in undertaking community consultations and leading focus group discussions.
- Experience coordinating with NGO partners and/or field level activists/volunteers in implementation of activities.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Previous working experience in an international organization and familiarity with the IOM/UN common system or similar systems is an advantage.

SKILLS

- Knowledge of mainstreaming best practices and partnership models to ensure coordination of the same across a diversified range of actors.
- Demonstrated ability to work across a wide variety of sectors/teams on cross-cutting themes.
- Good written and oral communication skills, effective in representation and liaison with external partners.
- Ability to write clearly and concisely including activity reports.
- Ability to organize work, work independently and prioritize work under pressure, coordinate multiple tasks, maintain attention to detail, and coordination with a variety of stakeholders.
- Ability to work with and maintain strict confidentiality, when necessary.
- Ability to work under pressure.
- Proficiency in Office applications, including Word and Excel and internet explorer.

LANGUAGES

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

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: 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

- 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.

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/MZ10/2023/003 – PSEA Assistant]** as subject. The deadline for applications is **20 February 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 06.02.2023 to 20.02.2023