



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2022/012**

Position Title : **Administrative Assistant (CRP) – REISSUED**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Community Resilience and Peacebuilding (CRP)**

Classification : **General Service, Grade: G-4**

Type of Appointment : **Special Short-Term Graded Contract, 6 (six)months with the possibility of extension.**

Report to : **Project Manager**

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

Closing Date : **11 November 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. For the purpose of 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:**

Under the overall supervision of the Programme Manager (CRP), in close coordination with the Head of Sub Office and the Resources Management Unit and the direct supervision of the Project Manager (CRP) in Maputo, Mozambique, the successful candidate will be responsible for carrying out the administration & finance activities under the CRP (Community, Resilience and Peacebuilding) portfolio.

## ***Responsibilities and Accountabilities***

1. Support administrative and clerical activities in close collaboration with the CRP Project Officers and Finance and Logistics Office;
2. In close coordination with the Finance and Logistics and other relevant colleagues monitor budget and financial expenditures of the relevant portfolios within the area of focus and all administrative procedures in line with the work-plan, alert the relevant Programme Manager on shortfalls and over-expenditures.
3. Process advance and payment requests and initiate corrective action when necessary.
4. Process all Purchase Requisition Forms (PRFs), including submission to relevant units for approval, tracking of PRFs, and maintaining the tracking database.
5. Liaise with IOM Procurement and Logistics unit for the follow up of the procurement of materials, transportation, and the delivery to the field offices in a timely manner.
6. Inform the Programme Manager of any deviations from the plan and propose necessary adjustments.
7. Record and archive all relevant documents of the CRP portfolio;
8. Coordinate with Human Resources, and Finance Units in the compilation of documentation related to staffing, recruitment, time sheets, etc;
9. Maintain an effective tracking system of CRP inventory, filing system of the project documents, letters, memo, etc.
10. Support in general operations troubleshooting and problem solving.
11. Perform such other duties as may be assigned.

## ***Required Qualifications and Experience***

### **Education**

- Degree in Administration, International Relations, 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 emergency operation including in the area of Community Resilience and Peacebuilding
- Has previous experience working in community-based programmes 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.

## **Languages**

English is desirable. Proficiency in local languages spoken in the Cabo Delgado province is considered an advance.

## **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: maintains 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 – behavioral 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 way.

### **Other**

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

### **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 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/MZ10/2022/012 – Administrative Assistant (CRP)**] as subject. The deadline for applications is **09 November 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 28.10.2022 to 11.11.2022