



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/027**

Position Title : **Programme Support Assistant**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **Programme Support Unit**

Classification : **General Service, G-3**

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

Report to : **Programme Support Officer**

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

Closing Date : **26 August 2022**

Context:

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 Mozambique operates from the head office in Maputo as well as sub-offices in Beira, Pemba and Nampula and satellite offices in Memba (Nampula Province) and Ibo (Cabo Delgado Province). As of December 2020, active IOM programming includes Migration Health, Migrant Protection and Assistance, Assisted Voluntary Return and Reintegration, Peacebuilding, Immigration and Border Management, and Community Resilience, Migration Research and multi-sectoral emergency and recovery programming related to Cyclone Idai and Cyclone Kenneth as well as the displacement

in northern Mozambique due to the situation of insecurity in Cabo Delgado Province. IOM is closely working with the Government of Mozambique and has been providing technical support and assistance to the Government dating back to 1994.

Under the overall supervision of the Deputy Chief of Mission and direct supervision of the Programme Support Officer, the incumbent will provide clerical support to the Programme Support Unit.

Responsibilities and Accountabilities:

1. Provide clerical assistance to the Programme Support Officer with typing and formatting Project Proposals and Concept Notes.
2. Provide assistance in Project Development and Reporting tasks in the online project management system (PRIMA).
3. Support drafting of PowerPoint presentations, talking points, note-taking, and completion of requests for information and document-reviews.
4. Assist in the gathering of information for the development of communications products.
5. Assist in the draft writing for monitoring reports and assessments, including post-distribution monitoring.
6. Assist in collecting and keeping updated databases across programs for monitoring and reporting purpose.
7. Assist the Program Support Officer with tasks related to the United Nations Network on Migration in Mozambique.
8. Perform any other duties as required by the Programme Support Unit.

Education

- Bachelor's Degree in international relations, social sciences, or related field from an accredited academic institution, with at least one-year relevant work experience.
- Minimum completed High School degree with certification in computer science with at least three years of relevant work experience.

Experience

- Has previous experience working on issues of migration and/or displacement.
- Has previous experience working in an international organization or multinational corporation.

SKILLS

- Excellent analytical thinking skills.
- Ability to work in multicultural environment.
- Ability to work under pressure and with minimum supervision.
- Hard working and pro-active.
- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook, internet, and Email). Knowledge of Adobe Software is an asset.
- Excellent written and verbal skills.

Languages

Fluency in English and Portuguese 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 , indicating your name and the reference code above **[Name, SVN/MZ10/2022/027 - Programme Support Assistant]** as subject. The deadline for applications is **26 August 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 11.08.2022 to 26.08.2022