



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2022/033**

Position Title : **Project Assistant** (Community Resilience and Peacebuilding)

Duty Station : **Pemba, Mozambique**

Job Family : Operations

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

Type of Appointment : Special Short-Term Graded Contract, 6 (six) months with the possibility of extension. The first six months shall be considered a probation period.

Report to : National Project Officer

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

Closing Date : **22 September 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:**

IOM-Mozambique has an established Community Resilience and Peacebuilding (CRP) portfolio that strengthens the ability of communities to mitigate the negative effects of violent conflict. Activities in this portfolio build social cohesion through support to civil society, income generation activities, community-led infrastructure upgrades and support to the Government of Mozambique in implementing policies and strategies related to peace and stability. The activities are being implemented across multiple communities and districts and will require significant operational support.

Under the overall supervision of the Programme Manager and direct supervision of the National Project 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 meeting and following-up on outcomes;
2. Provide assistance in implementing and monitoring the day-to-day implementation of the project in assigned communities;
3. Support the preparation of training for community members;
4. Assist in monitoring and evaluation processes, including data entry and conducting monitoring visits;
5. Ensure regular monitoring and reporting of community-based and field activities, including follow-up and activity planning;
6. Assist the National Project Officer in monitoring and notifying the Program Manager of all potential/emerging risks associated with the project.
7. Undertake duty travel as required;
8. Organize internal and external field visits;
9. Guide, train and assist in coordinating the work of field staff and community agents; and
10. Perform such other duties as may be assigned.

**Required Qualifications and Experience****Education**

- Bachelor's degree from an accredited academic institution in a relevant 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 large teams in a humanitarian or development context is required.
- Experience working and communicating with communities and community leaders required.
- Experience working with youth, associations and civil society is required.
- Experience in livelihoods or income generation work is highly desirable.
- 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 oral and written. Knowledge of local languages is 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 act in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates an 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 way.

### ***Other***

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

The appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate, security clearances and any other required documents.

***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/MZ10/2022/033 – Project Assistant (CRP)]** as subject. The deadline for applications is **22 September 2022**.

***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 08.09.2022 to 22.09.2022