



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/036**

Position Title : **Project Assistant (IBM/CEP)**

Duty Station : **Nampula, Mozambique**

Organizational Unit : **Immigration and Border Management and
Community Engagement and Policing (IBM/CEP)**

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

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

Report to : **Programme Officer (IBM/CEP)**

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

Closing Date : **26 September 2022**

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:

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.

As part of its Immigration and Border Management and Community Engagement and Policing (IBM/CEP) Programme, IBM IOM Mozambique is implementing several Legal Identity activities in collaboration and under the leadership of the Government of Mozambique. As part of these activities IOM provides support to the Ministry of Justice, Constitutional and Religious Affairs and the Ministry of Interior in delivering of Civil Documentation to local and migrants' communities in areas of displacement. In this framework, IOM foresees to extend its support to the Province of Nampula to promote the access of local and migrants' communities to Civil Documentation.

The activities are planned to be implemented across multiple districts and communities, and will require significant coordination, networking, and liaising responsibilities in addition to technical, operational and management oversight.

Under the overall supervision of the Programme Manager in Maputo and the direct technical supervision of the Programme Officer (IBM/CEP) in Pemba and under administrative supervision of Operations Officer in Nampula, the successful candidate will support the implementation and monitoring of IOM Mozambique's Legal Identity activities and projects in the Northern region of Mozambique. The position will be based in Nampula, as well as plan and participate in field missions, which will require frequent travel.

Responsibilities and Accountabilities:

1. Provide assistance in planning and organizing events, trainings, and meetings, and in the day-to-day implementation of the project.
2. Write, review, and edit programmatic documents.
3. Support the communication efforts of the Programme, taking pictures during event and activities, and editing them to nourish the Programme photo archive.
4. Liaise and coordinate with representatives of the national counterpart and implementing partners.
5. Support the liaison with procurement and logistics Units to facilitate the purchase and deployment of service/goods for the project activities.
6. Assist in monitoring and evaluation processes, including data entry and conducting monitoring visits, and produce regular update reports on activities.
7. Assist the Programme Officer in monitoring and notifying the Programme Manager of all potential/emerging risks associated with the project.
8. Undertake duty travel as required.
9. Organize internal and external field visits.
10. Perform such other duties as may be assigned

Education

- University degree in Social Sciences, International Relations, Political Science, Communications, or a related field from an accredited academic institution with three years of relevant experience; or
- Completed High school / Secondary school education with five years of relevant experience.

Experience

- Experience working with government, international organizations, non-governmental organizations (NGOs) or Civil Society Organizations (CSOs) in complex and changing environment.
- Experience supporting Government in Legal Identity activities, is desirable.

- Experience working in the UN system is an advantage.

SKILLS

- Excellent planning and organizational skills are required, including the ability to meet deadlines and work under pressure.
- Excellent writing and editing skills.
- Excellent communication and negotiation skills. Ability to present clear and concise information is required.

Languages

- Fluency in English and Portuguese is required.
- Working knowledge of any local languages.

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/MZ10/2022/036 – Project Assistant (IBM/CEP)]** as subject. The deadline for applications is **26 September 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 12.09.2022 to 26.09.2022