



## OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/046**  
Position Title : **National Project Officer (DTM)**  
Duty Station : **Maputo, Mozambique**  
Organizational Unit : **DTM Programmes**  
Classification : **National Officer, NO-A**  
Type of Appointment : **Special Short Term Graded Contract, 06 (six) months with possibility of extension.**  
Report to : **DTM Coordinator**  
Estimated Start Date : **As soon as possible**  
Closing Date : **17 November 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.

Under the overall supervision of the Emergency Response and Recovery Coordinator, and the direct supervision of DTM Programme Coordinator, the incumbent will coordinate the implementation and monitoring of assigned DTM projects, including

national representation of IOM DTM's portfolio with government counterparts in Maputo generally as well as IOM Verification and Registration specifically. The successful candidate needs to bring previous experience in government liaison as well as field-based data collection activities.

**Responsibilities and Accountabilities:**

1. Coordinate IOM DTM Verification and Registration exercise with national counterparts (including participation in the National Technical Working Group for Registration and Verification).
2. Plan, coordinate and monitor preparatory DTM activities such as assessments, obtain official approval and present the methodology of projects to relevant government and non-government stakeholders
3. Plan, develop, organize, and deliver training to Community members, including civil society.
4. Attend community engagement sessions and verify if they are running in line with the standards established in the training, supporting the Project Officer with facilitating the discussion where necessary, ensuring that discussion is in line with post description, report back on the content and dynamics of the discussion to the project team, with a focus on gaps and areas for improvement
5. Plan and organize workshops and conferences, including developing pre- and post- training or workshop questionnaires and analysing, uploading and/or circulating information collected.
6. Support the Project structure to maintain strategic relationships with the National Mozambique authorities, local authorities, and community leaders.
7. Provide guidance and supervision to Project Assistants to maintain close coordination and open communication with other IOM programmes so that operational synergies are created where possible.
8. Analyse data and coordinate monitoring and evaluation data entry, as needed.
9. Organize field visits for other staff, and informal translation during meetings and of relevant correspondence and other materials from and to local languages.
10. Understand and fulfil public visibility requirements, including the placement of banners, flags, wearing appropriate IOM visibility, providing pictures and information as requested for the development of public information material

11. Monitor and notify the DTM Coordinator, and the Senior Project staff of all potential/emerging risks associated with the project and suggest corrective actions.
12. Participate in the preparation of project proposals and a diverse range of communication products, concept notes and other planning documents.
13. Undertake other duty travel as required.
14. Perform such other duties as may be assigned.

### **Education**

- Master's degree from an accredited academic institution, preferably in Social Sciences, International Relations, Political Science, Communications, Information Management, Informatics Computer Science, Database/Information management, or
- Bachelor's degree in above field with at least 2 (two) years of relevant professional experience.

### **Experience**

- Work experience in UN agencies, NGOs, and related humanitarian response bodies.
- Working experience in DTM (Displacement Tracking Matrix), database/information management, preferably in an international, non-profit environment.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.

### **SKILLS**

- Ability to work independently or with minimal supervision.
- Managerial skills are required (planning, organization, and reporting).
- Good communication skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results.
- Excellent communication and negotiation skills. Ability to present clear and concise information.

## Languages

- Fluency in English and Portuguese is required (oral and written).
- Knowledge of local languages is advantageous.

## 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 2*

- 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.
- 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.

## Managerial Competencies – behavioural indicators level 2

- Leadership: provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: work strategically to realize the Organization's goals and communicates a clear strategic direction.

## **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](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above **[Name, SVN/MZ10/2022/046 – National Project Officer (DTM)]** as subject. The deadline for applications is **17 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 03.11.2022 to 17.11.2022