



**OPEN TO INTERNAL AND EXTERNAL CANDIDATE**

Reference No. : **SVN/MZ10/2022/048**

Position Title : **Senior Programme Assistant (CCCM)**

Duty Station : **Pemba, Mozambique**

Classification : **General Service, G-6**

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

Report to : **Programme Manager-CCCM**

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

Closing Date : **18 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.

Working under the overall supervision of the Emergency Response and Recovery Coordinator (ERRC) and the direct supervision of the Programme Manager-CCCM. The successful candidate will also work closely with the CCCM Cluster Coordinator, Head of Pemba Sub Office, CCCM Programme Officers and CCCM Operations Officers. The incumbent will work within selected camps and camp-like settings as well as in hosting communities, informal sites, and areas of return supervising IOM CCCM field operations daily. The incumbent will oversee implementing partners, field deployments and CCCM field staff as they discharge standard CCCM tasks, such as site coordination, the development of site governance structures, feedback mechanisms, and overseeing the implementation of minimal site maintenance projects.

## **RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1. Field Coordination**

- a) Support Programme Officers in the deployment of CCCM field teams and in the proper rotation of CCCM field teams over time.
- b) Attend all IOM internal weekly inter departmental coordination meetings representing the CCCM unit.
- c) Ensure that all field teams have the necessary supplies and equipment. Advise senior management on any additional equipages needed by the teams. Also advise senior management on staff welfare issues for CCCM field staff.
- d) Maintain daily contact with all field teams and promptly report any developments that need to be followed by management.
- e) Train and induct new IOM CCCM field staff and implementing partners. Follow up with on-the-job training for newly recruited IOM CCCM field staff.

### **2. Technical Programme Support**

- a) Maintain constant liaison with the INGD, SDPI, Provincial, District and Local authorities on CCCM related issues.
- b) In collaboration with the CCCM Programme Officer, verify that there is adequate coverage of sites hosting IDP populations by the CCCM field teams.
- c) Contribute to the development of new tools that aid IOM CCCM field staff and IOM implementing partners in the discharge of their duties.
- d) Function as a resource person/facilitator for CCCM trainings.
- e) Support the establishment of representative IDP committees that reflect age, gender, and diversity of the IDP population at site level in all sites managed by IOM. Also promote set up of Youth and Women empowerment groups in the sites where applicable.
- f) Verify that all CCCM field staff and IOM implementing partners carry out their duties in accordance with the humanitarian principles, core values,

the Code of Conduct and PSEA and notify the supervisor of any non-compliance.

- g) Attend coordination meetings in clusters, technical working groups and task forces when delegated to do so.

### **3. Reporting**

- a) Monitor and report on CCCM activities in the sites being covered by the IOM CCCM field staff and implementing partners.
- b) Ensure that the regular data collection by CCCM teams to fulfill, CCCM cluster reporting obligations as well as other IOM internal requirements. Ensure data collected is of good quality.
- c) Collaborate for the timely reporting to the CCCM Cluster and other relevant working groups.

### **4. Administrative Duties**

- a) Support in overseeing all field movement bookings ensuring that all the requisite security and administrative paperwork is completed.
- b) Work closely with the CCCM Programme Administration Assistant in tracking and filing of documents as well as other crucial programme correspondences.
- c) Support the CCCM Programme Administration Assistant in preparation of new contracts, payroll for hourly paid staff, casual labor payments and procurement.
- d) Inspect all items procured by the CCCM unit to ensure adequate quality. Support in overseeing all CCCM stocks in the warehouse.
- e) Discharge any other relevant duties as assigned by the CCCM Programme Manager.

## **EDUCATION**

- University degree in Social Science, behavioral science, or a related field from an accredited academic institution with four years of relevant experience.
- Completed High school degree in the above fields with six years of relevant professional experience.

## **EXPERIENCE**

- Previous experience in humanitarian activities, especially camp management related work advantageous
- Demonstrable knowledge of, and experience in project implementation and operational supervision of field teams
- Has progressive management experience in a similar supervisory position in the development sectors

- Previous experience in capacity building is an added advantage
- Possession of a CCCM Training of Trainers certificate.

## **SKILLS**

- Ability to establish priorities and undertake assigned tasks with minimum supervision.
- Proven ability to interact effectively with government officials/local authorities and other institutions essential.
- Good drafting ability and communication skills, both oral and written to produce reports in English and Portuguese.
- Knowledge of the social protection system and victim assistance mechanism (advantageous).
- Able to work independently, under pressure, undertake frequent project related travels and able to work during weekends and overtime.
- Good computer literacy.

## **LANGUAGES**

- Fluent in English, Portuguese, and Northern Mozambique Native Languages

## **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 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.
- 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](mailto:iommzbvacancies@iom.int) , indicating your name and the reference code above **[Name, SVN/MZ10/2022/048 – Senior Programme Assistant (CCCM)]** as subject. The deadline for applications is **18 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 04.11.2022 to 18.11.2022