



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/049**

Position Title : **National Programme Officer (MPA)**

Duty Station : **Maputo, Mozambique**

Classification : **National Officer, NO-B**

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

Report to : **Programme Manager (MHPSS/Protection)**

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:

The International Organization for Migration (IOM), the UN Migration Agency is a dynamic and growing inter-governmental organization, with 172 member states. IOM is committed to the principle that “humane and orderly migration benefits migrants and society”. Established in 1951 and now active in over 440 field locations worldwide, IOM works with partners, government, and civil society to promote international cooperation to address operational challenges of migration and mobility, assist in the search for practical solutions to migration problems, and to provide humanitarian

assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, to maximize its benefits and minimize its negative effects.

Under the overall supervision of Deputy Chief of Mission and direct supervision of Programme Manager (MHPSS/Protection) in Maputo, Mozambique, the National Programme Officer will coordinate and implement MPA activities in Mozambique. The position is based in Maputo with regular travels to sub-offices.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Coordinate implementation of IOM Mozambique's (including IOM Beira and Pemba's) MPA portfolios in line with IOM rules and regulations and financial and administrative procedures including implementation, monitoring, and evaluation and reporting.
2. Participate in relevant technical working group meetings at the national and provincial levels, in project steering committees and similar structures.
3. Contribute to the development of MPA tools for Mozambique with particular focus on assessment, monitoring and evaluation tools to be used by national level actors.
4. Coordinate and monitor the work of Implementing Partners in line with IOM policies and procedures.
5. Compile data analysis and accurate information on project progress, activities' completion, and project performance indicators for donor reporting, as well as other internal and external reports and updates, in response to internal or external requests.
6. Support establishment and maintenance of effective working relationships with relevant governmental officials, mainly in the Attorney General's Office, the Ministry of Gender, Children and Social Action, the Ministry of Health, Ministry of Interior and others on the development and implementation of activities and initiatives related to MPA
7. Plan, develop and organize capacity-building activities for team members and provide guidance to team members to facilitate adherence to IOM rules and regulations

8. Ensure that team members adhere to IOM rules and regulations including relevant IOM and United Nations Department of Safety and Security (UNDSS) security procedures and requirements.
9. Perform other duties as may be assigned.

EDUCATION

- Master's degree in Social Sciences, International Relations, Human Rights, Law, or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

EXPERIENCE

- Experience working in international organizations.
- Experience in the management, development, and implementation of MPA projects and programmes is a significant advantage.
- Knowledge of project management cycle and demonstrated experience in managing projects in a humanitarian context.

SKILLS

- Understanding of migration dynamics and their impact on vulnerabilities.
- Strong knowledge of project development and IOM's Project Development Handbook is highly desirable.
- Demonstrated skills in monitoring and evaluation and data analysis.
- Demonstrated ability to supervise and manage staff at an operational level in humanitarian emergencies.
- Excellent writing and synthesis skills, and experience in report writing, including the development of recommendations for policy makers.
- Demonstrated ability to deliver quality assignments under tight timeframes.
- Ability to work independently, to follow leads and to be innovative in obtaining and triangulating information from a variety of sources.
- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email.

LANGUAGES

- Fluency in English and Portuguese is required (oral and written).

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.
- 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.

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 , indicating your name and the reference code above **[Name, SVN/MZ10/2022/048 – National Programme Officer (MPA)]** 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