



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **VN/MZ10/2022/041**

Position Title : **National Programme Manager (DDRR)**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **DDRR**

Classification : **National Officer, NOC**

Type of Appointment : **One Year Fixed Term**

Report to : **Peace and Development Unit (PDU)
Coordinator**

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

Closing Date : **11 November 2022**

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 VN.
- 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 VN.

In addition, all applicants should meet eligibility requirements for languages, education and work experience requirements stipulated in the VN.

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, in order to maximize its benefits and minimize its negative effects.

Working under the overall supervision of the Chief of Mission (CoM) and the direct supervision of the Peace and Development Coordination Unit (PDCU) Coordinator and coordinating with the Transition and Recovery Programme Advisor at IOM HQ, the successful candidate will be responsible for the day-to-day operations of the Demobilization, Disassociation, Reintegration and Reconciliation (DDRR) programme in Mozambique. The National Programme Manager will coordinate the various priorities and activities that emerge from the overall work of the DDRR programme in order to establish systems, commitments and support to the handling and reintegration of programme beneficiaries relating to the conflict in Northern Mozambique.

Responsibilities and Accountabilities:

1. Provide wide-ranging technical support and supervision of distinct activities emerging from the development of the DDRR programme, and in particular the identification and framing of priorities and lines of support to the Government and partners.
2. Provide overall framing and supervision of the financial, technical, and administrative aspects of activities to be supported within the overall framework of the DDRR programme, including the development of documentation for agreed activities, in line with IOM's policies and procedures as well as donor requirements.
3. Provide supervision and oversight to the establishment of technical implementation teams for the development and implementation of high-impact activities that meet the objectives of the programme, including recruitment, administrative and logistics support to project staff and consultants in the field.
4. Maintain strong and close partnership with the donor's technical level focal point.
5. Working in coordination with the PDCU Coordinator and the DCoM, establish and maintain strong partnerships with partners such as local and federal government authorities, local contractors, UN Agencies, international NGOs, donors, and other key stakeholders as relevant. Establish and maintain project coordination structures with all stakeholders.
6. Coordinate with the PDCU senior management team on concepts identified by program staff and propose activities as result of the dynamic and ongoing priorities revealed through ongoing research and established by governmental authorities and other partners in the programme.
7. Manage and coordinate with operations staff as appropriate for activity implementation to ensure that procurement, finance, logistics, and programmatic aspects of each activity are being implemented on-time and in accordance with the specifications of the approved activity
8. Provide advice and guidance to the logistics, financial and procurement teams in the application of standard guidelines and procedures aimed at ensuring an appropriate, efficient and transparent use of funds.

9. Manage and coordinate, as required, with the DRR engineering team to ensure the technical quality of proposed, ongoing and concluding grant activities.
10. Prepare progress and other reports on activity implementation, ensure proper information exchange on all operational aspects of projects, and provide relevant inputs on project implementation
11. Prepare and ensure the collection and submission of weekly bullets on the local political and security context, as well as the operational achievements and challenges to the Monitoring and Evaluation / Reporting Officer for inclusion in the periodic reports.
12. Maintain a workplan, updating and submitting it weekly for review to the PDCU Coordinator
13. Liaise with the Mission Security Focal point as/when required, in close conjunction with the management of IOM Mozambique and in accordance with the United Nations Department of Safety and Security (UNDSS) requirements.
14. Coordinate with the Monitoring and Evaluation / Reporting Officer and project assistants to develop, monitor, evaluate (M&E) and recommend performance measures for related DRR activities, including contractors and grantees.
15. Coordinate closely with the Monitoring and Evaluation / Reporting Officer, the Public Information Officer, and relevant counterparts, support the development of public information material and serve as an information focal point for the generation of stories, photos, and relevant materials to contribute to the development of strategic communications materials with other concerned stakeholders. Also liaise with the Public Information Unit and prepare briefing notes and/or other communication on programme activities.
16. Ensure proper data protection protocols are in place for beneficiary information.
17. Undertake travel and perform other duties as may be assigned.

Required Qualifications and Experience

Education

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

Experience

- Experience designing or implementing peacebuilding, resilience, transition, or stabilization activities in conflict-affected areas.
- Specific work experience on DDR programmes, and/or engagement in security sector initiatives is highly desirable.
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions.
- Experience developing and overseeing collaborative, inter-agency approaches to complex issues.
- Experience in developing and maintaining budgetary disciplines across a wide range of grant activities.
- Knowledge of the United Nations Department of Safety and Security (UNDSS) protocols.
- Knowledge of the region is an advantage.

SKILLS

- Familiarity with community resilience, conflict prevention and peacebuilding frameworks, practices and sensitivities.
- Familiarity with project and resource management.
- Understanding of how to apply risk management and conflict sensitivity in insecure, conflict-affected areas.
- Excellent communication skills.
- Strong knowledge of project development and IOM's Project Development Handbook is highly desirable.
- Demonstrated ability to supervise and manage staff at an operational level in humanitarian emergencies.
- 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 is required. Knowledge of Portuguese advantageous.

Required Competencies

The successful candidate 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

- **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.

Appointment will be subject to certification that the candidate is medically fit for appointment, verification of Education certificate and security clearances.

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, VN/MZ10/2022/041 – National Programme Manager (DDRR)**] as subject. The deadline for applications is **11 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 28.10.2022 to 11.11.2022