



International Organization for Migration (IOM)

The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No.	:	CFCV/MZ10/2022/005
Position Title	:	Field Support Assistant (CCCM Monitoring)
Duty Station	:	Districts in Cabo Delgado and Nampula
Organizational Unit	:	Camp Coordination & Camp Management
Classification	:	Ungraded
Type of Appointment	:	Third Party Contract
Report to	:	CCCM Programme Officer
Estimated Start Date	:	As soon as possible
Closing Date	:	7 February 2022

IOM is committed to a diverse and inclusive environment. This is a request for Curricula / expression of interest for the position of **Field Support Assistant (CCCM Monitoring)**. The successful candidate will be offered Special Short Term Ungraded Contract.

Context:

Working under the overall supervision of the CCCM Programme Manager and the direct supervision of the CCCM Programme Officer and in daily collaboration with CCCM team Leaders , the incumbent will work within selected camps and camp-like settings as well as in hosting communities, informal sites and areas of return supporting in delivery of site management services such as coordination, the development of site governance structures and feedback mechanisms, protection support and the supervision and implementation of site maintenance projects. The incumbent will bear the following responsibilities.

Responsibilities and Accountabilities:

1) Strengthening Coordination:

- Identifying and strengthening referral mechanisms at site level
 - Ensuring that IOM is represented in strategic forums and commitments (action points) responded to or referred for action
 - Ensuring that each site has a functional 4Ws,
- Strengthening Accountability to Affected Populations Mechanisms Supporting to ensure that IDPs/beneficiaries receive feedback regarding issues raised through CFM reports

- Support peaceful coexistence initiatives.
 - Establish and maintain, in collaboration with the authorities, effective intra-site coordination mechanisms among service providers and partners.
 - Mainstream humanitarian principles in all the CCCM activities for example prioritizing needs of the People with Special Needs (PSNs), Extremely Vulnerable Individuals (EVIs) and New Arrivals.
 - Working closely with the CCCM Team Leaders to ensure that there are no communication gaps.
- 2) **Networking and Collaboration**
- Work closely with government and local authorities on CCCM related functions in the sites
 - Work closely with other partners in addressing identified gaps in the sites.
- 3) **Monitoring Service Provision and Gaps identification**
- Conduct regular service provision monitoring as required.
 - Advocate for improved service delivery
- 4) **Support in establishment and strengthening of governance structures**
- Ensure that mapping and documentation of governance structures is done.
 - Ensure that all governance structures understand their Terms of Reference (ToRs) as well the Code of Conduct (CoC)
 - Ensure the mobilization and participation of the site and host populations in the site governance system with particular emphasis on meaningful inclusion of women, children, elderly and persons with specific needs into decision-making processes.
 - Ensure continuous capacity development and engagement of governance structures.
- 5) **Reporting**
- Ensure that the CCCM data is updated on a regular basis as required.
 - **Timely submission of minutes and reports** (coordination, site management, camp committee, service provider meetings etc).
- 6) **Visibility:**
- Ensure that IOM interventions are visible where this is required with use of approved IOM logos.
 - Ensure donor visibility guidelines are adhered to as directed by the Programme Manager.
- 7) **Information Management**
- Gather updated information on your respective sites and articulate issues clearly to stakeholders and especially to IOM donors.
 - Ensure that there is updated information of the sites under your responsibility. These includes site profile information, possibilities of relocations, main gaps, and new arrivals at the reception centers.
- 8) **Urban Displacement & Out of Camp activities**
- Support UDOC related activities in areas under your jurisdiction.

9) Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor degree in development studies, disaster management or any behavioural sciences from an accredited academic institution with one year of relevant experience;
- Minimum completed High School degree with certification in computer science with at least three years of relevant work experience

Experience

- Has experience working with communities at grassroots level.
- Any training in CCCM or practical hands on experience in camp management is an added advantage.

Languages

- Fluency in Portuguese is required. Fluency in local languages indigene to the Northern Mozambique Provinces is a must.
- Ability to operate a two wheeled motorcycle is a requirement. Proof of driver's license will be required.

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: maintains 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 – behavioral 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.

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, CFCV/MZ10/2022/005 – Field Support Assistant (CCCM Monitoring)]** as subject. The deadline for applications is **07 February 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 24.01.2022 to 07.02.2022