



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **CFCV/MZ10/2022/008**

Position Title : **Consultant (Financial Tracking System and UNINFO)**

Duty Station : **Home Based**

Organizational Unit : **Programme Support Unit**

Classification : **Consultant**

Type of Appointment : **Consultancy Contract for 3 (Three) months period.**

Report to : **Programme Support Unit Coordinator and the M&E and Reporting Officer.**

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

Closing Date : **24 February 2022**

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.

1. Nature of the Consultancy:

Category A consultancy: Financial Tracking System (FTS) and UNINFO reporting.

Context:

Under the supervision of the Programme Support Unit Coordinator and the M&E and Reporting Officer and guided by the Head of Programmes and the Chief of Mission, the successful candidate will support IOM Mozambique to fulfil its UNINFO and FTS reporting to a high standard and within the consultancy timeframe. The task will consist of collecting, preparing, and transferring all project-based data to the UNINFO and FTS platforms as per the relevant requirements and guidelines for these platforms.

The candidate will be provided with access to all necessary tools and information during the consultancy. Lastly, the consultant will develop a basic UNINFO/FTS data entry plan and basic guidance.

2. *Category A Consultants: Tasks to be performed under this contract:*

- a) Collect, prepare, and transfer all relevant project data to the UNINFO platform.
- b) Collect, prepare, and transfer all relevant project data to FTS.
- c) Develop a basic UNINFO/FTS data entry plan for the office.

3. *Performance indicators for the evaluation of results:*

- Successful completion of all UNINFO related data entry as relevant to IOM Mozambique.
- Successful completion of all FTS reporting requirements as relevant to IOM Mozambique.
- Successful development of a simple UNINFO/FTS data entry plan for the office, along with basic guidelines.

4. *Required Qualifications and Experience*

Education

- First level degree in International Relations, Business Administration, Statistics, or related field, or, alternatively, an equivalent combination of related education and professional experience.

Experience

- Previous work experience with a UN agency.
- Specific experience working with UNINFO, or a related UN information management system (UMOJA, etc).

Skills

- Experience working with excel and knowledge of data entry.
- Knowledge on reporting against UN frameworks, for example the SDGs desirable.
- Knowledge of IOM's project management system PRIMA desirable.

- Knowledge of UN financial reporting systems (e.g., FTS) desirable

Languages

Fluency in **English** and **Portuguese** both written and spoken is required.

5. Travel required

No, all tasks to be delivered remotely.

6. Required 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

- 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.

7. *Other*

- The appointment is subject to funding confirmation.
- Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

8. *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/MZ10/2022/008 – Community Health Activist**] as subject. The deadline for applications is **24 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 10.02.2022 to 24.02.2022