



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No.	: CFCV/MZ10/2022/015
Position Title	: Programme Assistant (CCCM Cluster)
Duty Station	: Pemba, Cabo Delgado
Organizational Unit	: Camp Coordination & Camp Management
Classification	: Ungraded
Type of Appointment	: Special Short Term Ungraded Contract, 3 (three) months with the possibility of extension
Report to	: CCCM Cluster Coordinator
Estimated Start Date	: As soon as possible
Closing Date	: 18 May 2022

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

Context:

Working under the overall supervision of the Mozambique Emergency and Recovery Coordinator and Camp Coordination Camp Management (CCCM) Cluster Coordinator. The staff member will receive direct supervision from the Sub National CCCM Cluster Coordinator based in Pemba and work in close coordination with the IOM CCCM Programme Manager as well as the IOM provincial representatives in Nampula, Sofala, Manica.

Responsibilities and Accountabilities:

1. Provide support to the National CCCM Cluster Coordinator and Sub National CCCM Cluster coordinator in the organization, co-chairing of cluster meetings, draft and share meeting minutes at district, provincial and national level.
2. Attend, prepare and disseminate meeting minutes and update relevant CCCM cluster websites on a need-basis.
3. Provide Provincial & District level updates to the National CCCM Cluster Coordinator and Sub national cluster coordinator based in Pemba.
4. Undertake regular field trips to provide technical backstopping to CCCM partners at field

- level as well as particularly supporting partners operating in deep-field locations.
5. Participate in inter-cluster need assessments, monitoring, and evaluation & impact assessments.
 6. Maintain close contact with the Cluster Coordinator and Provincial / District cluster focal points and provide update on the evolving humanitarian situation, emerging cluster issues, planned assessments, response and gaps.
 7. Identify opportunities for increased cluster engagement with CSOs and NNGOs in Mozambique.
 8. Assist in the development and advocacy of cluster campaigns and strategies, including cross-cutting advocacy issues, such as humanitarian space and access, etc.
 9. Develop and maintain cluster list and ensure that relevant information is shared among partners, including assessments reports, registration/verification, technical documents or post-distribution monitoring exercise.
 10. Support in chairing technical CCCM meetings at field level to support the adaptation of CCCM solutions to the local context.
 11. Identify and report gaps and overlaps in CCCM response; suggest solutions for gaps in collaboration with the cluster coordinators.
 12. Support the development dissemination and adaptation as necessary of information tools that meet cluster needs (including standard assessments). Promote the use of and provide training on the use of these tools among CCCM partners and other stakeholders.
 13. Participate in the collection of relevant camp management and gap identification information for the CCCM Cluster. In close collaboration with CCCM cluster information management provide relevant camp management gap analysis and monitoring information for sharing with other stake holders.
 14. Perform any other duties as requested.

Required Qualifications and Experience

Education

- University degree in human behavioural sciences, development studies, political science, engineering or related field with at least two years of relevant working experience;
- Completed Senior High School with at least for years of relevant working experience

Experience

- Has previous working experience in the field of CCCM and/or NFI.
- Knowledge and familiarity with the cluster coordination structure in Mozambique.
- Experience in holding cluster coordination technical meetings.
- Experience in working in remote environments.
- Experience in managing and training field staff.

Languages

- Ability to converse in English language
- Portuguese and Northern Mozambique local dialects.

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/MZ10/2022/015 – Programme Assistant (CCCM Cluster)**] as subject. The deadline for applications is **18 May 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 11.05.2022 to 18.05.2022