



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/006**

Position Title : **Project Assistant, Human Rights (CRP)**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Community Resilience and Peacebuilding (CRP)**

Classification : **General Service, Grade: G-5**

Type of Appointment : **Special Short-Term Graded Contract, 6 (six) months with the possibility of extension.**

Report to : **Project Manager (CRP)**

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

Closing Date : **01 March 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 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, in order to maximize its benefits and minimize its negative effects.

IOM-Mozambique has an established Community Resilience and Peacebuilding (CRP) portfolio that strengthens the ability of communities to mitigate the negative effects of violent conflict. Activities in this portfolio build social cohesion through support to civil society, income generation activities, community-led infrastructure upgrades and support to the Government of Mozambique in implementing policies and strategies related to peace and stability

Under this portfolio, IOM is implementing a project to strengthen the capacity of national entities to effectively investigate and report on human rights violations in Cabo Delgado, Mozambique. The Project Assistant position will support the implementation of this project under the overall supervision of the CRP Programme Manager, in close coordination with the CRP Project Manager in Maputo and under direct supervision of National Project Officer (Human Rights) in Pemba. The position will require significant liaising at the provincial and district level and requires previous experience in the field of law and human rights.

Responsibilities and Accountabilities:

1. Support the implementation of Human Rights project initiatives, including support in administrative and organizational tasks.
2. Collect, summarize and present information on the context of human rights, and relevant human rights processes, in Mozambique.
3. Support field teams on day-to-day implementation of the project in Cabo Delgado.
4. Liaise with human rights entities involved in the project at district level.
5. Liaise with community leadership, and community members, to effectively implement programming.
6. Support the National Project Officer in preparing workplans for assigned projects, track deliverables and suggest and implement actions to correct delays or other issues.
7. Report on the activities and capacity building sessions conducted to the direct supervisor through clear and concise reports on weekly and monthly basis, as well as fill the program's monitoring tools in accordance with structured reporting requirements.
8. Provide administrative support to the Project Manager for the efficient operation of the projects.
9. Maintain partnerships with local government entities, implementing partners and other stakeholders as relevant to the projects assigned.
10. Under the direction of the Project Manager, implement project activities, including, but not limited to, trainings, workshops, study tours, and awareness-raising and information campaigns to achieve the overall objectives of the projects.
11. Undertake travel and perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Law, International Relations or Social Sciences from an accredited academic institution with at least 3(three) years of relevant work experience, or
- Completed High school / Secondary school education with five years of relevant experience.

Experience

- Previous experience working in Human Rights or Law.
- Knowledge of the national and international human rights system and institutions.
- Experience coordinating with government partners and/or field level activists/volunteers in implementation of activities.
- Previous working experience in an international organization and familiarity with the IOM/UN common system or similar systems is an advantage

Skills

- Good communication, interpersonal and organizational skills.
- Ability to write clearly and concisely including activity reports
- Demonstrated gender awareness and gender sensitivity;
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Ability to work under pressure.
- Personal commitment, efficiency, flexibility and drive for results
- Ability to work effectively and harmoniously in a team with colleagues from various cultures and professional backgrounds.
- Proficiency in Office applications, including Word and Excel and internet explorer.

Languages

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

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 – 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

- 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: works 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, SVN/MZ10/2022/006 – Project Assistant, Human Rights (CRP)]** as subject. The deadline for applications is **01 March 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 08.02.2022 to 01.03.2022