



International Organization for Migration (IOM)  
The UN Migration Agency

## OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/010**

Position Title : **National Programme Officer**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **Immigration and Border Management**

Classification : **National Officer, Grade: NO-B**

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

Report to : **Programme Manager of Immigration and Border Management (IBM/CEP)**

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

Closing Date : **25 March 2022**

IOM is committed to a diverse and inclusive environment. To 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:***

Under the overall guidance of the Chief of Mission and the direct supervision of the Programme Manager for Immigration and Border Management & Community Engagement and Policing (IBM/CEP), the successful candidate will be responsible to support the implementation and monitoring of IOM Mozambique IBM/CEP Programme

as well as for the management of government liaison with relevant stakeholders at the national and sub-national level about the IBM/CEP Programme.

The position is based in Maputo with possible travels to Pemba and other locations as necessary.

***Responsibilities and Accountabilities:***

1. Be part of the project management team for project implementation, monitoring and evaluation, and reporting.
2. Act as the liaison focal point with the Government at central level for IOM's IBM/CEP Programme in Mozambique.
3. Establish and maintain workplans for all projects, track deliverables and escalate delays or other issues to the Programme Manager. Hold regular meetings with Project Officers to ensure projects are on track and attend relevant meetings both internally and externally to the project.
4. Directly manage teams responsible for project implementation. Conduct performance reviews and escalate staff management issues, as necessary, to the Programme Manager and Human Resources.
5. Liaise with finance, logistics and procurement to ensure all procurement and payments are undertaken in a timely manner.
6. Coordinate with M&E and other project staff to ensure data and other information is collected and analyzed, feeding into the M&E platform, and project evaluations are undertaken. Prepare and present with the guidance of the PM and at the request of the PM, data related to the project to Government, donor and partners as required.
7. Ensure donor reports are prepared and submitted to donors on time.
8. Establish and maintain partnerships at appropriate levels with government entities, local authorities, implementing partners and other stakeholders as relevant to the projects and activities of the thematic areas.
9. Support coordination of activities between the project partners, implementing agencies and beneficiaries for timely and smooth implementation of the projects.
10. Support the Program Manager and other core management staff to understand the Mozambican context and advise them accordingly.
11. Participate in relevant Government coordination platforms, relevant to IBM/CEP, as appropriate and in close coordination with the National Liaison Officer.
12. Participate in IOM's visibility and communication efforts in relation to the implementation of the Programme.

13. Ensure regular coordination with other IOM activities and complementarity and synergies among all 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.
14. Participate and represent IOM in appropriate coordination and operational inter-agency meeting at national levels.
15. Undertake travel and perform such 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 two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

#### **Experience**

- Experience in Project Management or implementing IBM/CEP, community engagement and resilience, transition, or stabilization activities in conflict-affected areas.
- Experience in liaising with governmental authorities as well as with national and international institutions.
- Knowledge of social development issues as well as general migration related issues in the country and the region.
- Familiarity with project and resource management.
- Understanding of how to apply risk management and conflict sensitivity in insecure, conflict-affected areas.
- Knowledge of IBM/CEP Programs is an advantage.
- Knowledge of the region is an advantage.

#### **Languages**

Fluency in **English** and **Portuguese** is required.

## **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](mailto:iommzbvacancies@iom.int), indicating your name and the reference code above [**Name, SVN/MZ10/2022/010 – National Programme Officer**] as subject. The deadline for applications is **25 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 11.03.2022 to 25.03.2022