



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/014**

Position Title : **National Liaison Officer-(REISSUED)**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **Programme Support Unit**

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

Type of Appointment : **Special Short Term Graded Contract, 06 (six) months with possibility of extension.**

Report to : **Head of Sub-Officer**

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

Closing Date : **22 August 2022**

IOM is committed to a diverse and inclusive environment. For 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, to maximize its benefits and minimize its negative effects.

Under the direct supervision of the Head of Sub Office for Pemba, in closed coordination with the Programme Support Officer, and in overall supervision of the Chief of Mission, the successful candidate will assist in the management of government liaison with relevant stakeholders at the Pemba sub-office level regarding IOM Programs.

The position is based in Pemba with frequent travels to Project location in Cabo Delgado, Nampula and Niassa provinces as necessary.

Responsibilities and Accountabilities:

1. Keep abreast of international, regional, and national developments in migration policy and governance frameworks.
2. Facilitate regular exchange of information with relevant government stakeholders at the sub-national level.
3. Systematically track and follow-up on engagements with Government and other stakeholders.
4. Prepare talking points and minutes of relevant meetings in close coordination with the PSU, the Head of Sub Office as well as relevant Programme Managers.
5. Follow-up on letters and requests sent to Government and other stakeholders and act as focal point for questions and clarifications, as requested by stakeholders.
6. Support Programme Managers in the organization of relevant events and ensure coordination with relevant government and other stakeholders as well as ensure relevant protocol is established and followed accordingly.

7. Undertake regular duty travels to project locations in Cabo Delgado, Nampula and Niassa and other provinces where IOM Mozambique implements programs, to establish an adequate platform for the exchange of information with Government and other relevant stakeholders.
8. Act as IOM Pemba Sub Office's focal point for liaising with the government of international and regional migration policy, governance and coordination processes and events, and coordinate the invitation to Mozambican delegations, as necessary.
9. Participate in relevant Government coordination platforms as appropriate and in close coordination with the Head of Sub office and relevant Programme Managers.
10. Facilitate a sound understanding of the programmatic priorities of the Government of Mozambique in migration and inform the PSU as well as relevant Programme Managers accordingly.
11. Coordinate the compilation of regular updates (newsletters, reports, etc.) to relevant Government stakeholders, in close coordination with the Head of Sub Office, Programme Managers, PSU and the Communications and Reporting Officer. data analysis and accurate information on project progress, activities' completion, and project performance indicators for donor reporting, as well as other internal and external reports and updates, in response to internal or external requests.
12. Inform relevant IOM Mozambique staff on significant developments and decisions by the Government of Mozambique in migration management and which might have an impact on IOM's programming.
13. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in International Relations, Political Science, Human Rights, Law, Development Studies, or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience working in international organizations, or the Government is required.
- Experience in project implementation an advantage.
- Strong knowledge of the structures and operating models of the Government is a strong asset.
- Strong writing skills in formal Portuguese and English is an advantage.
- Experience in the preparation of Talking Points for high-level meetings is desirable.

Skills

- Understanding of migration dynamics and their impact on vulnerabilities.
- Knowledge of project management cycle and demonstrated experience in managing projects in a humanitarian context.
- Demonstrated skills in monitoring and evaluation and data analysis.
- Excellent writing and synthesis skills, and experience in report writing, including the development of recommendations for policy makers.
- Demonstrated ability to deliver quality assignments under tight timeframes.
- Ability to work independently, to follow leads and to be innovative in obtaining and triangulating information from a variety of sources.
- Solid computer skills, including proficiency in MS Office package (Office, Excel, Power Point, Outlook), internet and Email.

Languages

Fluency in English and Portuguese is required (oral and written). Knowledge of French, Spanish, and/or local languages an advantage.

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: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

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: 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.

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/MZ10/2022/014 – National Liaison Officer-(REISSUED)**] as subject. The deadline for applications is **22 August 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 07.08.2022 to 22.08.2022