



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/025**

Position Title : **Junior Project Associate (IBM/CEP)**

Duty Station : **Maputo, Mozambique**

Organizational Unit : **IBM/CEP**

Classification : **General Service, G-3**

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

Report to : **National Programme Officer**

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

Closing Date : **02 August 2022**

Context:

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.

Under the direct supervision of the National Programme Officer and overall supervision of the IBM/CEP Programme Manager, in close coordination with the Resources Management Unit, the successful candidate will be responsible for providing clerical support in administration & finance activities under the IBM/CEP (Integrated Border Management/Community Engagement and Policing) portfolios.

Responsibilities and Accountabilities:

1. Support administrative and clerical activities in close collaboration with the supervisor and Finance and Logistics Office.
2. Support the Project staff to get in communication with representatives of the national counterpart, contractors and implementing partners.
3. Provide support to the Project staff in the production of regular update reports on activities by providing the relevant supporting documents.
4. Process advances and payment requests after approval.
5. Process all Purchase Requisition Forms (PRFs), including submission to relevant units for approval, tracking of PRFs, and maintaining the tracking database.
6. Liaise with IOM Procurement and Logistics unit for the follow up of the procurement of materials, transportation and the delivery to the field offices in a timely manner.
7. Inform the supervisor timely any deviations from the plan and propose necessary adjustments.
8. Record and archive all relevant documents of the IBM/CEP portfolios.
9. Provide general support in general operations troubleshooting and problem solving.
10. Perform such other duties as may be assigned.

Education

- Degree in Administration, International Relations, or related area from an accredited university with one-year relevant work experience; or
- Completed high school diploma with at least three years of relevant working experience preferably within the International Humanitarian Organizations

Experience

- Has good knowledge of administration and project implementation and experience in a Humanitarian emergency operation including in the area of Community Resilience and Peacebuilding
- Has previous experience working in community-based programmes Previous working experience in an international organization and familiarity with the IOM/UN common system or similar systems is an advantage.

SKILLS

- Good communication and teamwork skills.
- Personal Commitment and high level of integrity.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.
- Ability to work independently under minimal supervision.
- Ability to handle pressure.
- Excellent communication skills.
- Proficient with Microsoft Office package.

Languages

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

Required Competencies

The incumbent 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 level 1

- 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.

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/MZ10/2022/025 – Junior Project Associate (IBM/CEP)]** as subject. The deadline for applications is **02 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 19.07.2022 to 02.08.2022