



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2024/044**

Position Title : **CCCM Cluster Assistant**

Duty Station : Pemba

Organizational Unit : Resources Management
Unit

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

Type of Appointment : Special Short Term

Report to : Cluster Coordinator

Estimated Start Date : As soon as possible

Closing Date : **07 October 2024**

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.

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 in Professional and Higher Categories and National Officer (NO) Category with regular or fixed-term contracts should meet the minimum time in post requirement of 12 months, for Special Short-Term contract holders, the minimum time in post is 6 months at the time of the closing of the VN.
- There is no time in post requirement for staff members in the General Service (GS) category.

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 174 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 590 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 overall supervision of the Mozambique Emergency and Recovery Coordinator and the National Camp Coordination Camp Management (CCCM) Cluster Coordinator. The staff member will receive direct supervision from the 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 CCCM Cluster Coordination 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 drafting, 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

- Degree in human behavioural sciences, development studies, political science, engineering or related field with three (3) years of relevant professional experience, or
- School diploma with five (5) years of relevant professional experience.

Experience

- 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.
- Must have attended the CCCM training of Trainers course

Skills

1. Technical competence in the Cluster and/or Sector;
2. Ability to contribute actively and meaningfully to complex analysis, strategy and planning;
3. Understanding of international humanitarian response and coordination mechanisms, and humanitarian reform;
4. Understanding of HRP, HNO, CERF, and Flash Appeal processes;

Languages

Portuguese and Northern Mozambique local dialects.

Ability to speak and write English language desired

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.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated.

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 actions 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 certificates, successful reference checks 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 historical salary, skype user ID, phone number and minimum three referees (preferably former direct supervisors).

IOM only accepts duly completed applications submitted through the IOM online recruitment system, through the links below:

[View the internal job posting](#)

[View the external job posting](#)

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 30.09.2024 to 07.10.2024