



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2024/045**

Position Title : **Project Clerk**

Duty Station : Xai-Xai & Manjacaze

Organizational Unit : MHD

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

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

Report to : MEAL Programme Assistant

Estimated Start Date : As soon as possible

Closing Date : **01 November 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 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 specialized in working with TB/HIV in Mozambican miners and migrant workers since 2012 and has since then developed a comprehensive approach with the objective of keeping Mozambican migrants in South Africa and in home communities in Mozambique safe and healthy. Through a close partnership with MISAU, IOM is managing the occupational health screening programme, currently ongoing in Ressano Garcia border town, Xai- Xai and Mandlakazi districts in Gaza Province. The overall objective is to ensure the well-being of former mineworkers and migrant workers circulating between their workplaces in South Africa and their homes in Mozambique. The migration health program also reaches migrant families in home and host communities alike.

Under the direct supervision of the IOM MEAL Programme Assistant and the overall supervision of the Migration Health Project Officer, the successful candidate will be responsible to ensure that accurate and updated data are easily accessible through a digital database, and to maintain data and information systems which support the continuity of services and reporting processes.

Responsibilities and Accountabilities

1. Provide general/clerical assistance in the implementation of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Assist in monitoring the stock at the occupational health center.
4. Submit benefit of medical examination and compensation claims process and follow-up on administrative actions through an electronic system
5. Draft status reports, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
6. Support the organization of meetings, workshops and training sessions.
7. Respond to general information requests and inquiries; set up and maintain files/records.
8. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Bachelor's degree or higher with at least one year of relevant experience; or
- High school diploma or equivalent with at least three years of relevant experience.

Experience

- Data entry experience or related office experience is an advantage.
- Experience in managing databases is an advantage.
- Experience working with IOM is a distinct advantage.
- Previous experience in occupational health programme/unit, including Tuberculosis, is an advantage.

Skills

- Excellent Computer skills in the following packages: Word, Excel, and Internet.
- Working knowledge of office equipment and computer hardware and peripheral devices.

- Good communication.
- High degree of responsibility, accuracy and attention to details.
- Punctuality, organization skills and dynamism.
- Good interpersonal communication skills.
- Professional ethics and deontology, including confidentiality of medical practice.
- Understanding of data confidentiality principles is compulsory.
- Ability to work harmoniously in a team.

Languages

Working knowledge of English is required. Fluency in the local languages is an advantage.

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.
- **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 18.10.2024 to 01.11.2024