



## OPEN TO INTERNAL & EXTERNAL CANDIDATE

Reference No.: **SVN/MZ10/2023/064**

Position Title: **Project Administrative Assistant (DTM)**

Duty Station: Nampula,

Job Family: Mozambique  
Operations

Classification: General Service, Grade: G-4

Type of Appointment: **Special Short-Term Contract. The first six months shall be considered as probation period.**

Report to : Programme Officer (DTM)  
Estimated Start Date : **As soon as possible**

Closing Date : **01 August 2023**

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 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 supervision of the Migration and Displacement Programme Coordinator and the direct supervision of the DTM Programme Officer and in close coordination with Head of Sub-Office in Pemba, Operations Officer in Nampula and Resources Management Unit in Pemba, Mozambique, the successful candidate will be responsible for carrying out the DTM project administration & finance activities.

## ***Responsibilities and Accountabilities***

1. Support administrative and clerical activities in the field in close collaboration with the Finance and Logistics Unit.
2. Liaise with IOM Procurement and Logistics unit for the follow up of the procurement of materials and the delivery to the field offices in a timely manner.
3. Advise the DTM Coordinator and DTM Programme Officers of any deviations from the plan and propose necessary adjustments.
4. In close coordination with the DTM Programme Officer and finance unit, assist in monitoring of project budget and financial expenditures and all administrative procedures in line with the work-plan, alert the Programme Officer on shortfalls and over-expenditures.
5. Assist the DTM Programme Officer in preparing and organizing appropriate trainings for the data collection on issues related to DTM operations.
6. Provide support in general operations troubleshooting and problem solving.
7. Process advances and payment requests and initiate corrective action when necessary.
8. Coordinate with Human Resources, and Finance Units in the compilation of documentation related to staffing, time sheets, etc
9. Support in capacity building of field teams concerning IOM Codes of Conduct as well as Finance/HR Requirements
10. Provide remote support HR & Finance needs for Flow Monitoring activities in Manica, Tete, Zambezia, Sofala, Gaza, Inhambane and Maputo
11. Maintain an effective filing system of the project documents, letters, memo, etc.
12. Perform such other duties as may be assigned

## ***Required Qualifications and Experience***

### **Education**

- Bachelor's Degree in administration, Finance, Information Management, Computer Science or related area from an accredited university with two years relevant work experience; or
- Completed high school diploma with at least four years of relevant working experience.

### **Experience**

- Has good knowledge of administration and project implementation and experience in a Humanitarian assistance and Displacement.
- Has previous experience working in community-based programmes or camp settings.
- 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 and good IT skills is an advantage.

## **Languages**

Fluency in **English and Portuguese** is required both in oral and written. Fluency in local languages is advantageous.

## ***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.
- 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.

### ***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 historical salary, skype user ID, phone number and minimum three referees (preferably former direct supervisors).

Please submit your application by email to [iommzbvacancies@iom.int](mailto:iommzbvacancies@iom.int) , indicating the reference code above **[Name, SVN/MZ10/2023/064 – Project Administrative Assistant (DTM)]** as subject. The deadline for applications is **01 August 2023**.

***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 18.07.2023 to 01.08.2023