



OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2023/081**
Position Title : **Head of Sub-Office**

Duty Station : Beira, Mozambique
Organization Unit : Operations
Classification : **National Officer, NO-C**
Type of Appointment : Special Short Term Graded Contract, 06 (six) months.
Report to : Chief of Mission
Estimated Start Date : As soon as possible
Closing Date : **12 October 2023**

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, in order to maximize its benefits and minimize its negative effects.

Under the direct supervision of the Chief of Mission (CoM) in IOM Mozambique and in close coordination with the Deputy Chief of Mission, Emergency Response and Recovery Coordinator and the Head of Resources Management, the successful candidate will be accountable for ensuring the overall effective management of IOM staff, assets and other resources and will be responsible for contributing to the programme implementation planning and development, monitoring and evaluation of IOM activities in the sub office.

Responsibilities and Accountabilities:

1. Maintain overall organizational governance at the Sub-Office level and ensure the overall implementation of the strategic vision under the guidance and leadership of the CoM.
2. Perform important tasks such as strategic planning, organizational communication dissemination of key IOM messaging. Ensures the overall adherence to finance and procurement procedures and processes and takes responsibility for the overall running of the sub-office, reporting to CoM regularly.
3. Develop and build cooperative relationships and maintain close liaison with local authorities (including INGC, the Post-Cyclone Idai Reconstruction Office – GREPOC, Provincial and District authorities), and assistance actors (including NGO's and UN Agencies), representing IOM as the UN Migration Agency at these meetings and ensuring IOM's mandate is represented.
4. In coordination with the CoM and the Deputy Chief of Mission (DCoM), represent the Organization and participates in coordination meetings at the Beira Sub-Office level, vis-a-vis the Government and partners (such as Area Security Management Team (ASMT) and Humanitarian Country Team (HCT), among others), as needed.
5. In coordination with the Deputy Chief of Mission and Emergency Response and Recovery Coordinator, identify and develop projects and activities of interest for IOM in coordination with CoM in Maputo and in cooperation with government partners and communities.
6. Report regularly to the CoM and prepares and submits reports to the CoM covering office operations, programme implementation, and progress programmes.
7. Provide the CoM an objective overview of the performance of the programmes and highlights any factors that may be leading to underperformance and prepares proposals for appropriate action.
8. Ensure that the Sub-Office program delivery results are effectively communicated in collaboration with the CoM, HCOM and Communication Office in the country office.
9. Responsible for effective Office management focusing on achievement of the following results:
 - a) Ensuring that IOM Administration rules and regulations are implemented and followed.

- b) Ensuring the appropriate use and management of resources attributed to the Sub-Office by tracking and supervising the financial expenditure per project code in close coordination with the Head of RM to ensure healthy financial accountability.
 - c) Maintaining records in coordination with the Resource Management Unit, ensuring compliance with the organizations policies and procedures and in accordance with programme standards.
 - d) Ensuring proper management of the office and maintenance of the IOM properties, infrastructures, and assets.
 - e) Ensuring an updated inventory of assets, in coordination with relevant departments.
 - f) Supervising the procurement and logistics services; including contracts with suppliers of goods and services in accordance with IOM's rules and regulations.
10. Ensure the security of IOM staff and IOM properties in close coordination with IOM security officers and United Nations Department for Safety and Security (UNDSS), complying with travel security processes, procedures, and reporting obligations as a part of the UN system.
 11. In close coordination with the DCoM, ERRC and Head of Peace & Development Coordination Unit, provide support for the implementation of PDCU's overall strategic direction regarding durable solutions in central Mozambique, with specific focus on operations and in line with the SG's Action Agenda on Solutions to Internal Displacement.
 12. In coordination with the DCoM, ERRC and Head of Peace & Development Coordination Unit, coordinate and actively engage with national and sub-national coordination structures, including relevant clusters and Durable Solutions (DS) architecture, as well as with humanitarian, stabilization, and development organizations in PDCU's areas of operations, to identify gaps and enhance synergies in order to support programme implementation and prioritization.
 13. Recommend ways of increasing Sub-Office funding base such as engaging in resource mobilization efforts in consultation with local counterparts and following-up on local opportunities as possible.
 14. Continually find ways to systematically identify and integrate efficiency gains and cost reductions in all operations of the Sub-Office.
 15. Oversee local recruitment and provides training to staff in accordance with area needs and programme requirements, in coordination at with the overall direction of the CoM and the relevant Units in Maputo.
 16. Provide guidance, coaching and advocate the subordinate staff to maintain highest standards of conduct and behavior thorough one's own practice and deeds.
 17. Perform such other duties as may be assigned.

REQUIRED QUALIFICATIONS

Education

- Master's degree in political or social Sciences, Business Administration, Law, or a related field

from an accredited academic institution with five years of relevant professional experience;
or

- University degree in the above fields with seven years of relevant professional experience.

Experience

- Experience in project/offices management in emergency environments;
- Previous experiences with IOM and with UN specialized agencies are an advantage;
- Experience in liaising with governmental and diplomatic authorities as well as with national and international institutions;
- Experience with project implementation, scheduling and deployment of resources.

Skills

- Strong management capability and experience, especially in the field of humanitarian assistance.
- Strong leadership skills.
- Familiarity with financial and business administration.
- Excellent communication and negotiation skills.
- Good computer literacy.
- Ability to work under pressure and with minimum supervision.

Languages

- Fluency in English is required (oral and written).
- Working Knowledge of Portuguese is an advantage.

REQUIRED COMPETENCIES

The incumbent is expected to demonstrate the following values and competencies:

Values – all IOM staff members must abide by demonstrate these three values:

- Inclusion and respect for diversity Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- 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.
- 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 – behavioral indicators level 2

- 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 of 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 – behavioral indicators *level 2*

- 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 communicate a clear strategic direction.

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).

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

- [VIEW THE INTERNAL JOB POSTING](#)
- [VIEW THE EXTERNAL JOB POSTING](#)

No Fees:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or another fee). IOM does not request any information related to bank accounts.

Requisition: SVN/MZ10/2023/081 Head of Sub-Office

(NO-C) Beira, Mozambique

Posting Channel: Internal and external Candidates.

Posting period: from 05.10.2023 to 12.10.2023