



International Organization for Migration (IOM)
The UN Migration Agency

OPEN TO INTERNAL AND EXTERNAL CANDIDATE

Reference No. : **SVN/MZ10/2022/004**

Position Title : **National Project Officer (IBM/CEP)**

Duty Station : **Pemba, Mozambique**

Organizational Unit : **IBM/CEP**

Classification : **National Officer, Grade: NO-A**

Type of Appointment : **Special Short-Term Graded Contract, 6 (six) months with the possibility of extension.**

Report to : **Programme Officer (IBM/CEP)**

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

Closing Date : **07 February 2022**

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, to maximize its benefits and minimize its negative effects.

Under the direct supervision of the Programme Officer (IBM/CEP) for Immigration and Border Management & Community Engagement and Policing (IBM/CEP) and the overall supervision of the Programme Manager, the successful candidate will be responsible to support the implementation and monitoring of IOM Mozambique IBM/CEP Programme as well as for the management of government liaison with relevant stakeholders at the national and sub-national level regarding the IBM/CEP Programme.

Responsibilities and Accountabilities:

1. In coordination with the Programme Officers IBM/CEP plan, coordinate and supervise the implementation at central level of the Programmes activities (conferences, trainings, events, assessments, meetings, etc.). Liaise with the relevant Units of the Maputo Office to coordinate the timely implementation of the activities in accordance with IOM's procedures.
2. Contribute to the monitoring and evaluation of progress in implementing activities delegated to consultants and implementing partners, at central level, against the objectives and deliverables established in the relevant agreements and contracts, and against the monthly work plans established for project implementation with the Programme Officer.
3. Facilitate regular exchange of information with relevant government stakeholders at the national and sub-national level, in issues relevant to the IBM/CEP portfolio
4. Conduct, coordinate and monitor preparatory activities such as assessments, obtain official approval and explain the idea of the projects to the relevant stakeholders in target communities.
5. Contribute to the planning, development, organization, and delivery of training to community members, government officials and law enforcement, including assisting in developing national training curriculums.
6. In coordination with IOM's Head of Sub-office liaise with relevant stakeholders (law enforcement actors, government officials, civil society, community members).
7. Attend community engagement sessions and verify if they are running in line with the standards established in the training, supporting the Project Officer with facilitating discussions where necessary, ensuring that discussions are in line with ToR's, report back on the content and dynamics of the discussion to the project team, with a focus on gaps and areas for improvement.
8. Plan and organize workshops and conferences, including developing pre- and post-training or workshop questionnaires and analyzing, uploading and/or circulating information collected.
9. Organize field visits for other staff, and informal translation during meetings and of relevant correspondence and other materials from and to local languages.
10. Understand and fulfil public visibility requirements, including the placement of banners, flags, wearing appropriate IOM visibility, providing pictures and information as requested for the development of public information material.

11. Monitor and notify the Program Manager, and the Senior Project staff of all potential/emerging risks associated with the project and suggest corrective actions.
12. Proactively identify constraints and obstacles to the successful implementation of the Programme components, propose solutions and/or proactively consult with the supervisor.
13. Supervise and coordinate the work of relevant Project Assistants, provide guidance in the accomplishment of their work, and facilitate their capacity building in technical and soft skills.
14. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in International Relations, Political Science, Human Rights, Law, Development Studies, or a related field from an accredited academic institution; or
- University degree in the above fields with two years of relevant professional experience.

Experience

- Experience working in international organizations, or the Government is required.
- Strong knowledge of the structures and operating models of the Government is a strong asset.
- Working experience in database/information management, preferably in an international, non-profit environment.
- Experience in communicating and working with a wide range of people, including people of culturally diverse backgrounds.
- Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy

Skills

- Ability to work independently or with minimal supervision.
- Managerial skills are required (planning, organization, and reporting).
- Good communication skills.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds, ability to handle confidential matters.
- Ability to meet deadlines and work under pressure.
- Personal commitment, efficiency, flexibility, drive for results.
- Excellent communication and negotiation skills. Ability to present clear and concise information.

Languages

Fluency in **English** and **Portuguese** both written and spoken is required. Knowledge of local languages is an advantage

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.

Managerial Competencies

- 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 communicates a clear strategic direction.

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 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/MZ10/2022/004 – National Project Officer (IBM/CEP)]** as subject. The deadline for applications is **07 February 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 24.01.2022 to 07.02.2022