



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE IOM HARARE/SVN2016/13

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Position/Title:	Project Assistant - Seconded to the Trafficking in Persons (TiP) Secretariat – Ministry of Home Affairs
Duty Station:	Harare. Zimbabwe
Classification:	G4
Type of Appointment:	Special Short Term, 6 months with possibility of extension

Context:

Under the overall supervision of the IOM Chief of Mission and the direct supervision of the IOM Project Manager, and in coordination with Head of TiP Secretariat. The successful candidate will be seconded to the Ministry of Home Affairs and responsible for providing general assistance to the Ministry of Home Affairs on the implementation of the Trafficking in Persons (TiP) strategy.

Core functions/Responsibilities

1. Provide assistance (checklists and report drafting) for technical capacity building and backstopping to the National TiP Secretariat on the implementation of the Zimbabwe TiP National Action Plan;
2. Offer support to the Ministry of Home Affairs in mapping out relevant agencies and institutions and in strengthening of the cooperation between the GoZ and civil society;
3. Provide support on the implementation of direct assistance to victims with particular focus on ensuring, to the extent possible, the physical safety of counter-trafficking beneficiaries;
4. Provide assistance on the collection and assembly of information (including best practices-globally and regionally) related to human trafficking in Zimbabwe and support counter trafficking information dissemination efforts in Zimbabwe;
5. Perform in any other duties as may be assigned by the supervisor

Desired qualifications:

(Education, experience and competencies)

- a) Completed university degree preferably in Social Science, International Relations or Law from an accredited academic institution;. b) A university degree in Social Work or related field

acceptable; c) A minimum of 2 years' experience in social work, with background in working with vulnerable groups, especially migrants, women and children, and training in governmental and non-governmental contexts. Good writing/communication, presentation and networking skills essential.; d) Excellent spoken and written English is essential and in-depth knowledge of local culture and languages, essential; e) High level of computer literacy in MS Office applications; f) Good knowledge of and experience in migration related project management, advocacy

Behavioral

a) Takes responsibility and manages constructive criticism; b) works effectively with all clients and stakeholders; c) promotes continuous learning, communicates clearly; d) takes initiative and drives high levels of performance management; e) plans work, and sets goals within area of responsibility; f) displays mastery of subject matter; g) contributes to a collegial team environment; h) incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation; i) displays awareness of relevant technological solutions; j) works with internal and external stakeholders to meet resource needs of IOM. k) ability to work independently with minimum supervision; l) high sense of confidentiality; m) personal commitment, efficiency, flexibility and drive for results; n) capacity to work effectively and harmoniously with colleagues from various cultures and professional background; o) works effectively in high-pressure, rapidly changing environments; p) coordinates actions with emergency response actors and making use of coordination structures; c) supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors; q) ability to work under extreme pressure in difficult conditions while maintaining security awareness

Technical

a) Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM; b) Effectively applies knowledge of migration issues within organizational context; c) Establishes and maintains effective working relationships with implementing partners; d) Identifies risks and makes contingency plans; e) Masters subject matter related to responsibilities; f) Knowledgeable about and promotes IOM core mandate and migration solutions.

Languages:

Thorough knowledge of English Language is a prerequisite

Method of application:

Interested candidates are required to submit a letter of motivation and curriculum vitae marked “**Project Assistant - Seconded to the Trafficking in Persons (TiP) Secretariat – Ministry of Home Affairs**” to the IOM office: Box 2570, Harare or hand deliver at IOM Harare, 4 Duthie Road, Alexandra Park, Harare, or vacancieshre@iom.int.

Closing Date, **30 November 2016**. Only short-listed applicants will be contacted.