VACANCY NOTICE /IOM/HARARE/SVN2018/01

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

Duty Station: Harare
Position/Title: Operations Assistant
Classification: G4
Type of Appointment: Special, 6 months with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 16 February 2018

Established in 1951, IOM is the leading inter-governmental organization 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.

Under the overall supervision of the Chief of Mission and under the direct supervision of the Emergency Preparedness and Response Coordinator, the successful candidate will be responsible for providing necessary support for the implementation of the project. Strengthening Human Rights Monitoring and Protection in Zimbabwe.

Core Functions / Responsibilities:

1. Provide support on the implementation of citizen awareness raising workshops on human rights centered development and advocacy;
2. Provide support organizing training and capacity building activities about Internally Displaced Persons (IDPs) and human rights programming, monitoring and reporting in coordination with the Emergency Preparedness and Response Coordinator;
3. Assist in upgrading the established web-based information management system; including the implementation of an agreed data governance framework for protection organizations;
4. Assist in carrying out data collection and registration of mobile and vulnerable populations;
5. Provide support for timely provision of emergency relief assistance to new displacements and follow up on post assistance monitoring exercises;
6. Assist in preparing bilateral agreements, monitoring and reporting of financial and operational activities of Implementing Partner (IPs) in their areas of responsibility and provide technical support where and when necessary;
7. Undertake duty travel throughout the country when and where necessary and produce field reports;
8. Perform such other duties as assigned.

**Desired qualifications:**
*(Education, experience and competencies)*

a) University degree, preferably in Social Science, International Relations, or an equivalent combination of training and experience. b) Management experience necessary. c) At least 2 years of professional working experience preferably with an international organization, UN agency or NGO. d) Experience liaising with government authorities, other national/international institutions and NGOs. e) Previous experience working on humanitarian activities. f) High level of computer literacy (MS Office Word, Excel, Outlook, SPSS, Arc GIS).

**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) Demonstrates interest in acquiring skills relevant to other functional areas; b) Keeps abreast of developments in own professional area; c) Proactively develops new ways to resolve problems; d) Delivers on set objectives in hardship situations; e) Effectively coordinates actions with other implementing partners.

**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 “Operations Assistant” and send to e-mail on vacancieshre@iom.int Applications sent through email need to reflect the position title and vacancy number in the subject line.

**Women are highly encouraged to apply.**

Deadline for applications: 16 February. Only short listed applicants will be contacted

Posting Period: 2 February 2018 to 16 February 2018