



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

VACANCY NOTICE IOM/HARARE/SVN2016/11

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	:	G6
Type of Appointment	:	Special Short Term, 6 months with possibility of extension

Context:

Under the overall supervision of the IOM Chief of Mission and direct supervision of the IOM Project Manager, and in coordination with Head of TiP Secretariat in Ministry of Home Affairs, the successful candidate will be seconded to the Ministry of Home Affairs. The successful candidate will be responsible for providing technical assistance on migration management in general and the implementation of the Trafficking in Persons (TiP) strategy in particular to the Ministry of Home Affairs. The secondment is expected to strengthen the capacity of the Government of Zimbabwe to effectively and comprehensively respond to various migration challenges in Zimbabwe in general and the national response to trafficking in persons.

Core Functions / Responsibilities:

1. Provide assistance on technical capacity building and backstopping to the National TiP Secretariat on the implementation of the TiP National Action Plan;
2. Research, compile and summarize information on national, regional and international TiP trends in order to inform national legislation and TiP programmes and responses;
3. Offer technical support in strengthening of the cooperation between the Government of Zimbabwe (GoZ) and Civil Society to implement strategies to prevent human trafficking in Zimbabwe;
4. Assist the Ministry of Home Affairs in developing Standard Operating Procedures, a national referral mechanism for victims of trafficking and build a counter trafficking network throughout the country;
5. Assist in capacity building of GoZ and stakeholder staff on global, regional and national dynamics and practices on trafficking in Persons in order to continuously strategically position the country in terms of reducing the prevalence and incidence of trafficking in Zimbabwe;
6. 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;
7. Provide assistance on the collection, analysis and dissemination of information related to human trafficking in Zimbabwe and support counter-trafficking information dissemination efforts in Zimbabwe;
8. Assist the Ministry to document, share information and lessons learned on Counter Trafficking nationally, regionally and globally;

9. Perform in any other duties as may be assigned by the supervisor.

Required Qualifications and Experience

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

Language: Thorough knowledge of English is a prerequisite.

Methods 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 F... Road, Alexandra Park, Harare, or vacancieshre@iom.int. Applications sent through email need to reflect the position title and vacancy number in the subject line.

Deadline for applications: **14 August 2016**. Only short listed applicants will be contacted.

CANCELLED