

Position Title : Senior Migration Policy and Liaison Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G6
Type of Appointment : Special Short Term, 6 months with possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2022/13
Closing Date : 20 June 2022

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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

Context:

Under the overall supervision of the Chief of Mission of IOM Zimbabwe, and the direct supervision of the Programme Officer, the Senior Migration Policy and Liaison Assistant will support the implementation of interventions in the Migration Governance and Development Portfolio, as well as assist the unit with stakeholder and donor engagement.

Core Functions / Responsibilities:

1. Support the implementation, monitoring and reporting of the migration Governance and Development Programme activities through close collaboration with the Project Manager.
2. Act as liaising point with GoZ counterparts in all matters relating to migration governance and development in coordination with the Project Manager and the Chief of Mission
3. Maintain partnership with relevant Government focal points in relation to the implementation of the mission's projects in close coordination with other units in the mission,
4. Deliver technical assistance, preparation and facilitation of trainings and workshops in the context of migration development and governance,
5. Support the implementation of Immigration and Border Management interventions including inter-state cooperation.
6. Deliver technical assistance, preparation and facilitation of trainings and workshops in the context of migration development and governance

7. Prepare regular and special reports covering IOM activities in the country as well as briefings and background information as required, including specific information requested by the government and other entities
8. Assist in coordinating IOM's effective participation and visibility in the Zimbabwe UNSDCF and Joint Work Plan processes,
9. Undertake duty travel relating to project implementation, monitoring, and development in liaison with counterparts
10. Support IOM's policy inputs to state-led processes with regards to Zimbabwe migration and development policies and practices according to priorities
11. Stay abreast of policies, standards and best practices relating with regards to migration development and management
12. Contribute to the mission project development process across thematic areas, as well as resource mobilisation efforts by identifying potential and realistic funding opportunities and collecting donor information.
13. Act as M&E focal point in the mission, participate in the development, implementation and update results-based monitoring and evaluation (M&E) systems/ frameworks, monitor targets and indicators using existing M&E and workplans for programmes and projects, provide technical support to project development by reviewing the logical frameworks for new projects.
14. Perform such other duties as may be assigned by supervisor

Qualifications and Experience:

- University degree in the social sciences, minimum of 4 years of professional experience in development work, or assisting in participatory formulation, implementation, monitoring, and evaluation of aid projects in Zimbabwe.
- Master's degree in international development, population studies or closely related field will be an advantage.

Experience

- *Confirmed interest in migration and humanitarian issues.*
- *Experience in the usage of office information analysis and report writing.*
- *Knowledge of Access and statistical analysis is a plus*
- Working experience in project development, implementation, reporting or monitoring of programmes.
- Demonstrated experience in migration and international protection policies including GCM and SDG at national level is required.
- Experience in liaison with non-governmental, national, regional, and international institutions is required.
- *Ability to work with basic presentation software packages (MS Word, e.g., Microsoft PowerPoint and Excel, etc.*
- Knowledge of financial rules and regulations

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.

Technical Skills

- Delivers on set objectives in hardship situations.
- Effectively applies knowledge of migration issues within organizational context
- Coordinates actions with other implementing partners.
- Correctly frames migration issues within their regional, global, and political context
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.
- Works effectively in high-pressure, rapidly changing environments.
- Supports adequate levels of information sharing between internal and external partners
- Establishes and maintains effective relationships with implementing partners.
- Good writing/ communication, presentation and networking skills are essential

Languages

Proficiency in written and spoken English.

Required Competencies

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains 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

- 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.

Other

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- No late applications will be accepted.

How to apply:

Interested candidates are invited to submit their applications to vacancieshre@iom.int by 16 June 2022 at the latest, referring to this advertisement.

Female candidates who are qualified and experienced are especially encouraged to apply.

Only shortlisted candidates will be contacted.

Posting period:

From 6 June 2022 to 20 June 2022

CANCELLED