



Position Title : Project Development & Reporting Junior Assistant
Duty Station : Harare, Zimbabwe
Classification : General Service Staff, Grade G3
Type of Appointment : Special Short Term with a possibility of extension
Estimated Start Date : As soon as possible
Reference Number : SVN2023/14
Closing Date : 12 November 2023

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 direct supervision of the IOM Chief of Mission in Zimbabwe and in close coordination with project managers/coordinators, the Project development and reporting is responsible for aiding in the research, compilation and reporting of new and ongoing project activities under the IOM Zimbabwe mission.

Core Functions / Responsibilities:

1. Support project officers/managers/coordinators in research, conceptualisation, and implementation of ongoing project activities.
2. Support IOM financial unit, logistics and programme managers to be observant of financial and resources requirements.
3. Assist in organizing beneficiaries list, validation process of list and distribution of reintegration package to IDPs and migrant returnees.
4. Support efforts to strengthen the capacity of the national authorities and civil society.
5. Make logistical arrangements and provide support for project ideas and activities in different areas of the country strategic priorities.
6. Undertake review of socio-economic aspects of migrants undergoing MHAC and generate profile of outflow migrants:
7. Undertake duty travel to facilitate project/programme assessment, problem solving, and new project/programme implementation, as required.
8. Support drafting of regular progress reports to be submitted to donors and partners.
9. Any other task as assigned by the Project Managers.

Qualifications and Experience:

- High School diploma with three years of relevant professional experience, or
- University Degree in Political or Social Science, Business Administration, International Relations, Law or a related field from an accredited academic institution with one year of relevant professional experience

Experience

- Experience working in international organization and knowledge of the UN system.
- Experience in the field of migration issues, project development and design, project implementation, and administrative and financial management.
- Experience in donor relations and grant management for specific donors of IOM's interest;
- Previous experience and knowledge of donor funding mechanisms, particularly in the Country.
- Experience in project development, donor reporting and technical writing and editing, preferably in the international development/humanitarian sector.
- Experience with Results Based Management approach and other strategic planning approaches.

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 12 November 2023 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 30 October 2023 to 12 November 2023