



Position Title : Project Assistant  
Duty Station : Harare, Zimbabwe  
Classification : General Service Staff, Grade G5  
Type of Appointment : Fixed term, One Year with possibility of extension  
Estimated Start Date : As soon as possible  
Reference Number : VN2024/08  
Closing Date : 19 August 2024

*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 guidance from the Chief of Mission, and direct supervision from the Migration Governance & Mobility Pathways Unit Coordinator, the successful candidate will be responsible for providing support and contributing to the different projects and their implementation in the Harare Governance & Development Unit on Migration Governance, Diaspora and Labour Migration.

**Responsibilities and Accountabilities**

**1. Technical Assistance and Project Management**

- Provide technical assistance and backstopping in the management, and implementation of projects under the Migration Governance and Mobility Pathways Unit.
- Facilitate in-house coordination among different sections of the project, including Finance, Procurement, and the Unit, ensuring proper documentation and filing of project documents.

**2. Partnerships and Collaboration**

- Assist to maintain partnerships with relevant government focal points concerning the unit's project implementation.
- Support strengthening collaborative cooperation between IOM and the Government of Zimbabwe by assisting with the planning and coordination of workshops, exchange visits, meetings, and other initiatives with government and donor officials.
- Liaise with relevant governmental and non-governmental entities, international organizations, and other stakeholders to ensure the effective implementation of project activities.

3. **Capacity Building and Training**
  - Support the organization and preparation of quality thematic capacity building for government officials as required by the project.
  - Assist in the preparation and implementation of trainings, seminars, conferences, workshops, meetings, presentations, and missions related to the project, and undertake duty travel when necessary.
4. **Financial Management**
  - Track project expenditures, liaise with the Admin and Finance Unit for monitoring, prepare monthly funding requests for project activities, and raise online purchase requisition forms for all related program activities.
5. **Monitoring and Evaluation**
  - Support the implementation of Monitoring and Evaluation by tracking project indicators.
  - Document project activities and administrative tasks in coordination with the RMU and other relevant units.
6. **Information Dissemination and Reporting**
  - Disseminate project information to other UN implementing partners, including preparing the project newsletter.
7. **Special Initiatives**
  - Assist to establish and coordinate the UN Network on Migration in Zimbabwe.
  - Contribute to the effective implementation of the Global Compact for Safe, Orderly, and Regular Migration in Zimbabwe.
  - Support the coordination of IOM's effective participation and visibility in the UNSDCF and Joint Implementation Matrix Process.
8. **Other Duties**
  - Perform any other duties as assigned by the supervisor.

***Qualifications and Experience:***

- High School diploma with five years of relevant professional experience, or
- University degree in the Social Sciences, or a closely related field with three years of relevant professional experience

***Experience***

- Minimum 2 years of professional experience in development work carrying out or assisting in participatory formulation, implementation, monitoring and evaluation of development projects in Zimbabwe.
- Knowledge of recent developments in sub-Saharan Africa and recent global migration trends and the migration and development debate desirable.
- Confirmed interest in migration and development issues;
- Experience in the usage of office information analysis and report writing
- Training in project implementation
- Ability to work with basic presentation software packages (MS Word, e.g. Microsoft PowerPoint and Excel, etc).

***Skills***

- Delivers on set objectives in hardship situations.

- Effectively applies knowledge of migration issues within organizational context
- coordinating 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 coordinating actions with emergency response actors and making use of coordination structures.
- Supports adequate levels of information sharing between internal units, cluster partners, IOM and other emergency response actors.
- Establishes and maintains effective relationships with implementing partners.
- Makes correct decisions rapidly based on available information.
- Establishes realistic resource requirements to meet IOM needs
- Good writing/ communication, presentation and networking skills are essential

### ***Languages***

Proficiency in written and spoken English.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values:** All IOM staff members must abide by and demonstrate these five values:

- **Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.
- **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.
- **Courage:** Demonstrates willingness to take a stand on issues of importance.
- **Empathy:** Shows compassion for others, makes people feel safe, respected, and fairly treated

### **Core Competencies - Behavioural indicators – Level 2**

- **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 for achieving the Organization's priorities and assumes responsibility for own actions and delegated work:
- **Communication:** Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring and motivational way.

## **Behavioural**

- Takes responsibility and manages constructive criticism;
- Works effectively with all clients and stakeholders;
- Promotes continuous learning; communicates clearly;
- Takes initiative and drives high levels of performance management;
- Plans work, anticipates risks, and sets goals within area of responsibility;
- Displays mastery of subject matter;
- Contributes to a collegial team environment;
- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Displays awareness of relevant technological solutions;
- Works with internal and external stakeholders to meet resource needs of IOM.

## **Technical**

- Delivers on set objectives in hardship situations;
- Effectively coordinates actions with other implementing partners;
- Works effectively with authorities, stakeholders, beneficiaries and the broader community to advance global objectives.

## **Other**

- Appointment will be subject to certification that the candidate is medically fit for appointment.
- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- No late applications will be accepted.

### ***How to apply:***

Interested candidates are invited to submit their applications to [vacancieshre@iom.int](mailto:vacancieshre@iom.int) by 19 August 2024 at the latest, referring to this advertisement.

Only shortlisted candidates will be contacted.

### ***Posting period:***

From 05 August 2024 to 19 August 2024