



IOM International Organization for Migration

Open to Internal and External Candidates

Vacancy Announcement: IOM/KGM/005/18

Position Title : **Operations Assistant**
Duty Station : **Kigoma Region**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Six months, with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **March 26th, 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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Head of Sub Office, direct supervision of the Operations Officer and in coordination with the National Operations Officer in Kigoma, the incumbent will be responsible to ensure orderly and timely movements of refugees and migrants. The incumbent will perform the following essential functions.

Core Functions / Responsibilities:

1. Receive travel documents from IOM Dar es Salaam and perform quality control.
2. Timely and accurately prepare departure bags for refugees and migrants including travel documents, departure/exit cards, X-rays, medical documents, pre-departure certificates, and customs cards for departures ex Tanzania.
3. Inform UNHCR and government partners of resettlement processing schedule/charter timing in advance to ensure refugees are notified on their appointment/travel details and departure occurs seamlessly.

4. Arrange for USRAP promissory notes and other documents to be signed by refugees prior to departure.
5. Arrange for and accompany the transport of cases traveling to/from Nyarugusu refugee camp to/from Kigoma/Kasulu/Makere.
6. Receive, check and certify correctness of the invoices from the service suppliers.
7. Coordinate effectively with Transit Center and MHD in preparing refugees for departure such as labelling preparing luggage, removing cases and special transportation for ill/elderly refugees.
8. Arrange the logistical details for CO programs according to the needs of the specific CO course such as arranging for the venue; contacting interpreters/child minders.
9. Update and share departure statistics on a monthly basis to stakeholders.
10. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education

- Secondary school Diploma, in Travel and Transport preferred.
- Minimum of Four (4) years of experience
- Bachelor degree in related field is an advantage.
- Experience with agencies involved in movements: RSC, UNHCR, airport authorities etc.

Technical

- Delivers on set objectives in hardship situations
- Willing to accept flexible work schedule
- Proficient in Microsoft Office.

Languages

Fluency in English and Kiswahili is required.

Required Competencies

Behavioural

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;

- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter
- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates should fill in the PH form, submit CV's and cover letter indicating Vacancy Notice number with 3 professional references and contacts to tzvacancy@iom.int

Or send applications to the address below;

International Organization for Migration Mission in the United Republic of Tanzania
Slipway Road, off Chole Road, Plot # 1365 Msasani. PO Box 9270 Dar es Salaam,
Tanzania

Kindly note only shortlisted candidates will be contacted.

For further information, please refer to: <https://tanzania.iom.int/>

Posting period:

From 12th March – 26th March 2018