I. POSITION INFORMATION

Vacancy Announcement
IOM/DAR/006/18

Position title
Programme Assistant (One UN Joint Programming)

Position grade
Grade Equivalent (G5/1)

Duty station
Dar es Salaam, Tanzania

Seniority band:
III

Job family:
Programme Coordination Unit

Organizational unit:
Programme Coordination Unit

Position number

Position rated “
No

Subject to rotation

Reporting directly to
Senior Programme Coordinator (Head of Programmes)

Overall supervision by
Chief of Mission

Managerial responsibility
None

Directly reporting staff
0

II. ORGANIZATIONAL CONTEXT AND SCOPE

IOM
Established in 1951, and with currently 156 Member States, 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 to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems, and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people. IOM addresses the migration phenomenon through a holistic perspective that includes links to development, in order to maximize on the benefits of migration while minimizing its negative effects.

IOM Tanzania
IOM Tanzania is a full member of the UN Country Management Team in Tanzania, and a signatory of the UN Development Assistance Plan, receiving financial support through the One Fund, for its work in counter-trafficking and migration management. IOM is active in all joint programming efforts and pipeline proposals, a member of good standing in the Outcome Group on Refugees & Migrants within the thematic results group on Resilience, as well as the Outcome Group on Democratic Governance.

Currently, IOM is among 12 other UN agencies, implementing the Kigoma Joint Programme (KJP), with IOM project activities ending in 2021. IOM Tanzania’s participation in the KJP, has opened other joint programming potentials under the One UN, in the arena of humanitarian border management and HIV/AIDS prevention, among others.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

Under the overall supervision of the Chief of Mission, and the direct supervision of the Senior Programme Coordinator (Head of Programmes), the programme assistant will provide support to the implementation, and reporting of the KJP, as well as, other One UN joint programme coordination.

Specific duties will include the following:
• Assist with the implementation and monitoring of the on-going KJP activities, with focus on migrant care assistance (victims of trafficking), and NGO grants/service provider coordination;

• Coordinate functions and take part in promoting IOM within relevant outcome groups and thematic results group, under the One UN;

• Participate in meetings with national and local migration management stakeholders;

• Promote the integration of migration and human rights, internally and externally, including delivering presentations in this regard, on behalf of IOM, to both internal and external stakeholders;

• Provide logistical and administrative support to the establishment and convening of relevant KJP project activities, and assisting in the liaison between IOM and national/local stakeholders;

• Research and identify opportunities for resource mobilization for IOM migrant care assistance interventions, draft concept notes and proposals for fund-raising, and maintain an up-to-date donor mappings and profiles;

• Actively participate in the meetings of the One UN, and through this and other channels, carry out continuous liaison work with UN agencies and other Development Partners;

• Assist in the submission of joint programming work plans and Monitoring and Evaluation documents.

• Undertake any other function as directed by the superiors and as per work plan.

• Undertake duty travel as necessary;

V. EDUCATION AND EXPERIENCE

• Excellent communication skills
• Strong facilitation/training skills, good interpersonal skills.
• Demonstrated ability to meet deadlines and work under pressure
• Demonstrated ability to work independently and as a team member

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

• Accepts and gives constructive criticism
• Follows all relevant procedures, processes, and policies
• Meets deadline, cost, and quality requirements for outputs
• Monitors own work to correct errors
• Takes responsibility for meeting commitments and for any shortcomings

Client Orientation
• Identifies the immediate and peripheral clients of own work
• Establishes and maintains effective working relationships with clients
• Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries
• Keeps clients informed of developments and setbacks

Continuous Learning
• Contributes to colleagues' learning
• Demonstrates interest in improving relevant skills
• Demonstrates interest in acquiring skills relevant to other functional areas
• Keeps abreast of developments in own professional area

Communication
• Actively shares relevant information
• Clearly communicates, and listens to feedback on, changing priorities and procedures
• Writes clearly and effectively, adapting wording and style to the intended audience
• Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative
• Proactively develops new ways to resolve problems

Planning and Organizing
• Sets clear and achievable goals consistent with agreed priorities for self and others
• Identifies priority activities and assignments for self and others
• Organizes and documents work to allow for planned and unplanned handovers
• Identifies risks and makes contingency plans

Professionalism
• Masters subject matter related to responsibilities
• Identifies issues, opportunities, and risks central to responsibilities
• Incorporates gender-related needs, perspectives, and concerns, and
promotes equal gender participation

- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity
- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

**Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team’s work

**Technological Awareness**

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work.

**Technical**

- Good understanding of migration management issues,
- Good understanding of migration and development issues in Tanzania, EAC and SADC
- Consolidated strategic thinking and planning skills
- Good project development capacities and skill
- Strong proposal writing and resource mobilization working experience
- Experience in social science research
- Experience in developing training materials and toolkits an asset
- M&E skills and experience
- Excellent organizational and administration skills

**V. EDUCATION AND EXPERIENCE**

- Completed university degree from an accredited academic institution, preferably in development studies or international relations.
Minimum of three years of relevant work experience.

Female applicants are strongly encouraged.

## VI. LANGUAGES

**Required**

- Fluency in both written and spoken
- English and Kiswahili

### 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/](https://tanzania.iom.int/)

### Posting period:

From 19th April – 02nd May 2018