



POST DESCRIPTION

I. POSITION INFORMATION	
VN Position title	IOM/KSU/010/2023 Operations Assistant (Compliance) -1 position
Position grade	G-5
Duty station	Kasulu/Makere, United Republic of Tanzania
Type of Appointment & Durations	1 Year with possibility of extension
Job family	Operations
Organizational unit	Movement Operations
Position number	To be created
Reports directly to	Movement Nationals Associate Operations Officer
Overall Supervisor	Movement Operations Officer
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations Units in various IOM Country Offices, coordinated under the Division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters (HQ), are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.</p> <p>Under the overall supervision of the Movement Operations Officer in Kasulu and direct supervision of the National Associate Operations Officer and in coordination with Senior Operations Assistant (Compliance) in Dar es Salaam, the Operations Assistant (Compliance) is responsible for undertaking compliance activities, with the following duties and responsibilities:</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. Undertake compliance activities in an assigned area or areas, such as project monitoring and evaluation, training, youth services, project reporting, project support and/or protection. 2. Provide administrative assistance in monitoring and evaluation activities, including assisting with administering surveys, interviews and focus groups and assisting with logistical activities related to preparing for surveys, interviews and focus groups. 3. Assist with the logistical aspects of staff training sessions that others are facilitating, including such tasks as preparing training materials, reserving and preparing the training venue, organizing necessary IT and other equipment, organizing supplies and refreshments for training session participants and assisting with logistical details during training sessions. 4. Provide support to the Operations Specialist (Compliance) in relation to a wide range of special projects serving all pillars of Movement Operations in the Region as well as Movement Operations management and IOM Units that are outside of, but support, Movement Operations activities. In relation to project reporting, assist as needed with compiling information for reports and distributing reports within IOM Tanzania for internal use. 	

5. Update relevant databases with compliance-related content, particularly in relation to services for vulnerable beneficiaries as overseen by the Operations Specialist (Compliance). Assist in performing quality checks (QC) of compliance-related data in relevant databases while proactively bringing to the attention of supervisors any compliance-related data issues.
3. Conduct identity and document verification prior to the distribution of travel documentation to refugees, immigrants, and migrants.
4. Conduct pre-departure counselling on pre-embarkation procedures and special needs during travel (such as meals, medication, wheelchairs, and medical conditions) as needed. Identify beneficiary vulnerabilities and coordinate appropriate action to ensure they are addressed.
5. Provide regular feedback on work being accomplished to the Operations Associate, Movements & Data Processing and keep supervisors immediately informed of any issues that arise.
6. Assist the Operations Specialist (Compliance) in the administration of a Transit Center Youth Services area and in maintaining an environment that is conducive to the education of children and young adults. In this capacity, help in providing equal access to the Youth Services area for all children, arrange for adequate supervision during center hours, promote the center through visual materials and announcements, and ensure equipment and materials are available, appropriate, clean and safe for use by children.
7. Assist the Operations Specialist (Compliance) with creating and organizing youth-themed recreation times and classes at the Transit Center using known educational content and curriculum in the language(s) of the children being served. Assist in finding creative ways to deliver Transit Center-relevant lessons related to personal hygiene, environmental awareness and community health.
8. Assist the Operations Specialist (Compliance) in working with Transit Center staff members to ensure that special attention is brought to the hygiene and consistent stocking of items used by children.
9. Provide regular reports on the work being accomplished to supervisors and team members.
10. Demonstrate an in-depth understanding of relevant Movement Operations SOPs and Movements-related systems and databases (including iGATOR, MiMOSA, SAR and Amadeus), as well as the ability to remain professional, impartial and unbiased during all interactions with migrants and colleagues per the IOM Code of Conduct and instruction on the prevention of sexual exploitation and abuse (PSEA.).
11. Maintain and ensure the confidentiality and integrity of all relevant paperwork in line with standards of conduct and data protection rules. Alert Senior Operations Assistant (Compliance) or management of any non-compliance to SOPs or codes of conduct by IOM staff members or partners.
12. Perform such other duties as may be assigned.

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION	
<ul style="list-style-type: none"> Completed secondary [high school] education required with five years of relevant working experience in social science or business administration or related field or. Bachelor's degree social science or business administration with three years of working experience. 	
EXPERIENCE	
<ul style="list-style-type: none"> Thorough knowledge of English. Attention to detail and ability to organize. Excellent computer skills - Word, Excel and Internet. Prior experience working with youth may be an advantage. Strong interpersonal and communication skills. Ability to work under pressure with minimum supervision. 	
SKILLS	
<ul style="list-style-type: none"> Strong computer skills - Word, Excel, and Internet. 	
V. LANGUAGES	
Required <i>(specify the required knowledge)</i>	Advantageous
For this position, fluency in English and Kiswahili is required (oral and written).	Working knowledge of French is an advantage.
VI. COMPETENCIES¹	
<p>The successful candidate is expected to demonstrate the following values and competencies:</p> <p>Values</p> <ul style="list-style-type: none"> <u>Inclusion and respect for diversity:</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. <u>Integrity and transparency:</u> maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. <u>Professionalism:</u> demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day- to-day challenges. 	

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

Core Competencies – behavioural indicators *level 1*

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Additional Information

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- All application documents will be handled in accordance with IOM data protection policy. The selected candidate is required to commence the

OTHER:

The UN system in Tanzania provides a work environment that reflects the values of gender equality, teamwork, diversity, integrity, a healthy balance of work and life and equal opportunities for all, including persons with disability.

Female candidates and qualified persons with disabilities are encouraged to apply for UN vacancies and are protected from discrimination during all stages of employment.

NO FEES:

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training, or other fee). IOM does not request any information related to bank accounts.

HOW TO APPLY:

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

The vacancy is open for both internal and external Tanzanian nationals only. Only e-mail applications will be considered.

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

Posting period: From 13.04.2023 – 26.04.2023