

## POST DESCRIPTION

I. POSITION INFORMATION	
Vacancy Notice	IOM/DAR/021/2022
Position title	Senior Operations Assistant (Compliance)
Position grade	G6
Duty station	Dar es Salaam, United Republic of Tanzania
Position number	To be created
Job family	Operations
Organizational unit	Movement Operations
Durations	One Year with possibility of extension
Is this a Regional, HQ, MAC, PAC, Liaison Office, or Country Office based position?	Country Office
Reports directly to	Movement Operations Manager
Overall Supervised by	Chief of Mission
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><b>Context:</b></p> <p>Under the overall supervision of the Chief of Mission and the direct supervision of the Movement Operations Manager the Senior 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"> <li>1. Oversee and undertake compliance activities in Movement Operations, including activities related to project monitoring and evaluation, training, youth services, project reporting, project support and/or protection.</li> <li>2. In close coordination with the USRAP Oversight Officer in Washington, D.C., oversee monitoring and evaluation activities, including, if requested, planning monitoring and evaluation activities, designing monitoring and evaluation mechanisms, such as surveys, interview protocols and focus group topics, administering surveys, interviews, and focus groups, analysing monitoring and evaluation data and reporting on data to relevant persons</li> <li>3. Oversee and plan training activities for Movement Operations staff members, including serving as a Training Focal Point for the Region in close coordination with the HR-Business Partner. Coordinate with management and staff members to identify training needs within the Region; plan, organize and administer trainings; support the delivery of trainings; learn to deliver, and deliver, trainings; report to the HR-Business Partner and Staff Learning and Development (SDL) at HQ on trainings that are held; and contribute as needed to the development of new training packages.</li> </ol>	

4. Provide support to management 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, support management as needed with compiling information for reports and distributing reports within IOM Tanzania for internal use.
5. Oversee protection activities related to vulnerable beneficiaries served by Movement Operations, such as children, the elderly, survivors of sexual and gender-based violence (SGBV), persons with disabilities, lesbian, gay, bisexual, transgender and intersex (LGBTI) persons and other marginalized individuals, including, if assigned, providing training on how to work with at-risk individuals, drafting Standard Operating Procedures (SOPs), tools and reference materials, monitoring the implementation of SOPs and tools, providing regular reports on at-risk cases, liaising with colleagues and partners on relevant issues, and analysing or completing documentation related to youth.
6. Administer the Transit Center Youth Services area, maintaining an environment that is conducive to the education of children and young adults. In this capacity, provide 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. Create and organize 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. Identify creative ways to deliver Transit Center-relevant lessons related to personal hygiene, environmental awareness, and community health.
8. Work 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 Operations Manager 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**

- High School diploma with six years of relevant working experience.  
or,
- Bachelor’s degree in Statistics, Business Administration/Management, Economics, or related field with four years of relevant professional experience.

**EXPERIENCE**

- At least 4-6 years of relevant experience (please see above) such as office/business administration, customer service, record keeping, compliance, monitoring and evaluation, clerical duties, etc.
- Experience in creating and maintaining computer and paper files.
- Prior experience with tools and strategies for data collection and analysis, and production of reports preferred.
- Experience with USRAP programs.
- Experience with USRAP processing systems, such as WRAPs, MiMOSA, etc
- Experience working in a multi-cultural setting.

**V. LANGUAGES**

Required	Advantageous
Fluency in both written & spoken English and Kiswahili are required.	Working knowledge of French is an advantage.

**VI. COMPETENCIES<sup>1</sup>**

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

**Values** - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain high ethical standards and act 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 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 of achieving the Organization’s priorities and assumes responsibility for own action and delegated work.

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<sup>1</sup> Competencies and respective levels should be drawn from the Competency Framework of the Organization.

<ul style="list-style-type: none"> <li>• Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.</li> </ul>	
<b>Notes</b>	
<ul style="list-style-type: none"> <li>• The appointment is subject to funding confirmation.</li> <li>• Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances</li> </ul>	
<b>SIGNATURES:</b>	
1ST LEVEL SUPERVISOR	DATE:
2ND LEVEL SUPERVISOR	DATE:
STAFF MEMBER	DATE:

**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](mailto:tzvacancy@iom.int)

The vacancy is open for internal candidates Tanzanian national only.

Only e-mail applications will be considered.

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

**Posting period: From 30.11.2022 – 13.12.2022**