

# GENERIC POST DESCRIPTION

## SECTION 1

### Position Information

VN	IOM/DOM/035/2024
Position Title	Senior Programme & Liaison Associate-I Position
Position Grade	G-6
Duty Station	Dodoma, Tanzania United Republic Of
Duration	One Year Fixed-Term Contract with possibility of extension
Position Number	To be created
Job Family	Programme
Organizational Unit	Programme Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	05 June 2024
Reports directly to	Programme Coordinator
Overall Supervised by	Chief of Mission

## SECTION 2

### Organizational Context and Scope

Established in 1951, 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.

Under the overall supervision of the Chief of Mission in Dar es Salaam and direct supervision of the Programme Coordinator in Dar es Salaam, the successful candidate will be responsible and accountable for supporting the development of strategic partnerships with the Government of the United Republic of Tanzania, UN Agencies, and other partners and stakeholders in the capital, Dodoma.

As a part of the Programme team, the incumbent will also contribute to the preparation of and support to project activities organized and/or supported by IOM Tanzania in Dodoma and country wide.

### SECTION 3

## Responsibilities and Accountabilities

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Compile, summarize, analyze, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation and propose adjustments as necessary.
4. Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
5. Draft status reports; identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
7. Organize meetings, workshops and training sessions; prepare training materials and participate in the delivering of capacity building workshops.
8. Respond to complex information requests and inquiries; set up and maintain files/records.
9. Participate in meetings and conferences; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
10. Monitor work of implementing partners and report any non-compliance to the supervisor.
11. Provide inputs for the development of Standard Operations Procedures (SOP) and concept papers and provide general support for the development of new projects.
12. Provides guidance/training and assist in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
13. Perform other related duties as assigned.

### SECTION 4

## Required Qualifications and Experience

### EDUCATION & EXPERIENCE

- School diploma with six years of relevant experience;
- OR
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience.

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

## SKILLS

- Proficiency in planning, coordination, implementation and monitoring of project activities.
- Excellent organizational and communication skills.
- Ability to compile, summarize, analyze and present data on specific project topics.
- Writing skills and the ability to convey information clearly and concisely.
- Planning and organizational skills, as well as the ability to prepare relevant materials.
- Strong interpersonal skills and the ability to network and build relationships.
- Critical thinking and attention to detail.

## SECTION 5

### Languages

#### REQUIRED

For all applicants, fluency in English & Kiswahili is required (oral and written).

#### DESIRABLE

Working knowledge of French and/or Spanish is an advantage.

## SECTION 6

### 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 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.

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

**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.

### **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 both Internal and External 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 10<sup>th</sup> June 2024 – 23<sup>rd</sup> June 2024**