

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/KGM/031/2024
Position Title	Project Assistant- I Position
Position Grade	G-5
Duty Station	Kigoma, Tanzania United Republic Of
Duration	1 Year with possibility of extension
Position Number	To be created
Job Family	Migration
Organizational Unit	Programme Coordination Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	Pre-classified
Reports directly to	Programme Coordinator
Overall Supervised by	Chief of Mission

SECTION 2

Organizational Context and Scope

Under the overall supervision of the Chief of Mission and direct supervision of Programme Coordinator in Dar es salaam, and in close coordination with the IOM Head of Sub-Office in Kasulu, the Programme Assistant will assist in implementing project activities of the Programme Unit in western Tanzania.

SECTION 3

Responsibilities and Accountabilities

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
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, process, and follow-up on administrative actions, etc.

5. Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
6. Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation, and other forms of documentation.
7. Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops, and training sessions.
8. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.
9. Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
10. Provides guidance/training to new/junior staff.
11. Perform other related duties as assigned.

SECTION 4

Required Qualifications and Experience

EDUCATION

- School diploma with five 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 three years of relevant professional experience.

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

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations.

- Proficiency in managing data inputs, data processing, and analysis.
- Ability to compile, synthesize, and analyze relevant information.
- Experience with data collection methodologies and tools.
- Strong skills in creating presentations and reports that effectively communicate data insights.
- High level of computer literacy, particularly with data visualization tools and software.
- Excellent planning, organizational, and time management skills.
- Ability to provide programmatic and administrative support.
- Excellent communication skills, both oral and written.
- Proficiency in using Microsoft Office Suite, especially MS Excel, for various tasks.
- Strong interpersonal and collaboration skills.
- Ability to work flexibly in a team-oriented approach with diverse groups of people.
- Advanced Excel skills, including pivot tables, data management, etc

SECTION 5

Languages

REQUIRED

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

DESIRABLE

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

SECTION 6

Competencies¹

■ 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.

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 - Behavioral indicators – Level I

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

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 15 May 2024– 29 May 2024