



International Organization for Migration (IOM)
The UN Migration Agency

POST DESCRIPTION

I. POSITION INFORMATION	
Vacancy Number	IOM/DAR/015/2021
Position title	Project Assistant
Position grade	G4
Type of Appointment & Durations	Special Short-Term Contact & Six (6) Months
Duty station	Dar es Salaam, United Republic of Tanzania
Job family	Programmes
Organizational unit	Programme Unit
Position rated on	21 July 2021
Reports directly to	IBM Project Manager
Overall Supervised by	Programme Coordinator
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Under the overall supervision of the Programme Coordinator and the direct supervision of the IBM Project Manager in Dar es Salaam, the successful candidate will be accountable and responsible for assisting in the implementation to activities under IOM Tanzania's Immigration and Border Management (IBM) portfolio and its related activities.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Provide administrative and logistical assistance in the implementation of the IBM projects in the country.2. Prepare PRFs and RFPs for project activities, as requested, and submit them to Resource Management for processing.3. Organize and keep track of – through filing in hard and soft copies – of all documents related to the project.4. Assisting in the implementation of project activities in the field, including by assisting to execute the project implementation plan. This would also include liaising with Procurement colleagues in order to assist with communicating the project's procurement needs.5. Draft clear and concise official letters, minutes and activity reports in English and compile, summarize, and present information/ data on specific project related topics, for example for Facebook, Twitter, and other external publications.6. Attend internal and external meetings, as may be authorized by the supervisor.7. Undertake duty travel, as required.8. Perform other duties as may be assigned.	

IV. REQUIRED QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High School Degree/Certificate with minimum of four (4) years of working experience; or
- Bachelor's degree or Equivalent or Higher with two (2) years of working experience in related fields; Administration, Law or Political Social Science, Migration Studies, Biometrics or other related field.

EXPERIENCE

- Experience in project work with International NGO's and/or International Organizations in Tanzania.
- Familiarity with biometrics and identity management advantageous.
- Familiarity with the Tanzania Immigration Services Department advantageous.

V. LANGUAGES

Required <i>(specify the required knowledge)</i>	Desirable
•Fluency in both English and Kiswahili, written and spoken, required.	•Working knowledge of French and/or Kirundi advantageous.

VI. COMPETENCIES¹

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: 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.

Core Competencies – behavioural indicators *level 1*

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

<ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. 	
SIGNATURES:	
1 ST LEVEL SUPERVISOR	DATE
2 ND LEVEL SUPERVISOR	DATE

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 email address: tzvacancy@iom.int

The vacancies are opened for both Internal and External Candidates.

Only e-mail applications will be considered.

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

Posting period: From 22nd July 2021–04th August 2021