



## POST DESCRIPTION

<b>I. POSITION INFORMATION</b>	
SVN	IOM/DDM/022/2021
Position title	Programme & Liaison Assistant
Position grade	G-5
Duty station	Dodoma, United Republic of Tanzania
Durations	6 Months with possibility of extension
Position number	To be created
Job family	Programme
Organizational unit	Programme Unit
Reports directly to	Programme Coordinator
Overall Supervised by	Chief Of Mission
<b>II. ORGANIZATIONAL CONTEXT AND SCOPE</b>	
<p>Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental, and non-governmental partners. 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.</p> <p>Under the overall supervision of the Chief of Mission (CoM) 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.</p>	
<b>III. RESPONSIBILITIES AND ACCOUNTABILITIES</b>	
<p>The selected candidate will be responsible for the following duties and tasks:</p> <ol style="list-style-type: none"> <li>1. Assist in responding to information requests and inquiries; process, draft and finalize official correspondence and other communications, including briefings/talking points; set up and maintain files/records; set up and facilitate meetings and consultations.</li> <li>2. Assist the Programme Coordinator with monitoring developments in the government and related governmental policies, affecting the work of the organization.</li> <li>3. Supports the planning and implementation of project activities in Dodoma and country-wide, particularly when aimed at strengthening IOM's partnerships and collaboration with the Government of the United Republic of Tanzania.</li> <li>4. Assists in maintaining liaison with Ministries, governmental authorities, UN Agencies, national and international institutions, and NGOs, with the aim to inform on and coordinate ongoing programmes and activities, to build partnerships and to promote new activities.</li> </ol>	

5. Supports IOM's networking activities with relevant stakeholders by arranging appointments, preparing missions, and providing targeted background information.
6. Participate in conferences, workshops, outreach activities and any other meetings as required.
7. Facilitate and organize joint field visits to project field sites.
8. Perform other duties required by the Programme Coordinator and the Chief of Mission.

#### **IV. REQUIRED QUALIFICATIONS AND EXPERIENCE**

##### **Education:**

Bachelor's degree from an accredited academic institution in Political or Social Sciences, International Relations, with at least two years of relevant working experience.

##### **EXPERIENCE:**

- Experience liaising with UN agencies.
- Experience liaising with government agencies of the United Republic of Tanzania.
- Sound and proven understanding of migration issues in United Republic of Tanzania and in East Africa.
- Experience working with United Nations Agency, Non-Governmental Organizations (NGOs), Government agencies or in the private sector.
- Excellent knowledge of the SDGs.

#### **SKILLS**

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization.
- Knowledge of UN and bilateral donor programming.
- Proficient in computer software: Microsoft Office (Outlook, Words, Excel, power point and Internet Explorer).
- Strong interpersonal and communication skills.
- Ability to work well in an international environment with people from diverse backgrounds and cultures.
- Self-starter who can work independently under pressure.
- Excellent problem-solving skills and eye for detail.
- Excellent organization skills.
- Assessment and secondary data research analysis skills.

Analytical, creative, and critical thinking.	
<b>V. LANGUAGES</b>	
Fluency in English and Kiswahili is required	Working knowledge of French, Spanish, Portuguese is desirable.
<b>VI. COMPETENCIES<sup>1</sup></b>	
The incumbent is expected to demonstrate the following values and competencies:	
<b>Values</b>	
<ul style="list-style-type: none"> <li>• <u>Inclusion and respect for diversity</u> respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.</li> <li>• <u>Integrity and transparency</u>: maintain high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.</li> <li>• <u>Professionalism</u>: demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.</li> </ul>	
<b>Core Competencies</b> – behavioural indicators <i>level 1</i>	
<ul style="list-style-type: none"> <li>• <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.</li> <li>• <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.</li> <li>• <u>Managing and sharing knowledge</u> continuously seeks to learn, share knowledge and innovate.</li> <li>• <u>Accountability</u>: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.</li> <li>• <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.</li> </ul>	
<b>Additional Information</b>	
This position is open to Tanzanian nationals only. Qualified female candidates are strongly encouraged to apply.	
All application documents will be handled in accordance with IOM data protection policy. The selected candidate is required to commence the assignment as soon as the recruitment process completes.	

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

The vacancy is opened for both Internal and External Candidates.

Only e-mail applications will be considered.

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

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

**Posting period: From 17<sup>th</sup> November 2021–30<sup>th</sup> November 2021**