

**Vacancy Announcement – SVNCOMW2018/02**

**Vacancy/Reference Number: SVNCOMW2018/02**

**Position title:** Project Assistant

**Position grade: G5 (UN Salary scale for Nationals in the**

**Malawi)**

**Duty station: IOM Country Office in Lilongwe**

**Appointment Type: Special, 9 months with possibility of extension**

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| **Organizational Context and Scope** |
| 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. IOM addresses the migratory phenomenon from an integral and holistic perspective, including links to development, in order to maximize its benefits and minimize its negative effects. |
| **Responsibilities and Accountabilities** |
| Under the overall supervision of the Head of Office (HoO) in IOM Malawi and under the direct supervision of the Project Manager – AVRR, the incumbent will* Support coordination and implementation of key project activities with a special focus on the Pilot Action for Voluntary Return and Sustainable, Community-Based Reintegration;
* Verify activities are conducted in accordance with the project indicators and aligned with the objectives of the projects; inform the supervisor of any deviations and suggest remedial actions;
* Liaise with IOM mission in South Africa in organising AVRR assistance to Malawian migrants who express interest to be assisted under the project;
* Maintain a link with relevant governmental and non-governmental stakeholders on AVRR and especially on the provision of reintegration assistance;
* Organize and conduct screening interviews for VoTs and AVRR beneficiaries as well as counselling sessions with regard to the provision of reintegration assistance;
* Assist to organize and deliver trainings to partners and stakeholders on topics such as, but not limited to, screening, identification of VoTs, returnees reintegration, local referral and support systems;
* Conduct field visits to project sites in coordination with line ministries for the purposes of assessing progress in project implementation;
* Facilitate assistance, reception and onward transportation for movements of migrants;
* Assist in Identifying and link beneficiaries with existing structures, create synergies for project implementation, aimed at ensuring successful reintegration;
* Perform other duties as may be assigned by PM or HoO.
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| **Competencies:** |
| The incumbent is expected to demonstrate the following competencies: |
| **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 acts in a manner consistent with organizational principles/rules and standards of conduct.
* Professionalism: Demonstrate ability to work in a composed, competent and committed manner and exercises careful judgement in meeting day-to-day challenges.

**Core Competencies – level 1*** Team work: establishes strong relationships with colleagues and partners; relates well to people at all levels; fully aware of the team purpose, respects and understands individual and collective responsibilities; willingly puts in extra effort without being asked and adopts a "hands-on" approach whenever necessary to achieve team objectives; coordinates own work with that of the team to meet agreed priorities and deadlines.
* Delivering results: produces quality results and provides quality services to clients; meets goals and timelines for delivery of products or services; manages time and resources efficiently, monitoring progress and making adjustments as necessary; shows understanding of own role and responsibilities in relation to expected results.
* Managing and sharing knowledge: keeps abreast of new developments in own field of competence and creates opportunities for knowledge management initiatives; shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others; puts new learning into practice and draws on diverse sources of ideas and inspiration; contributes to the identification of improvements to work processes and assists in implementing them.
* Accountability: accepts personal responsibility for quality and timeliness of work; takes ownership of all responsibilities within own role and honour commitments to others and to the Organization; operates in compliance with organizational regulations and rules; accepts and gives constructive criticism; acknowledges and corrects mistakes and apply lessons learned for improvement
* Behavioural: Teamwork, establishes strong relationships with colleagues and partners; relates well to people at all levels.
* Delivering results: produces quality results and provides quality services to clients.
* Managing and sharing knowledge: shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
* Accountability: operates in compliance with organizational regulations and rules.
* Communication: encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.
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**Required Qualifications and Experience**

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| **Education** |
| * University Degree in Business Administration, Political Science, Social Science, International relations, Development Studies or related field of study with Minimum of three years’ experience or
* College Diploma with five years of relevant work experience in the aforementioned field of study
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| **Experience** |
| * Experience in project monitoring, support and development activities
* Familiarity with general migration issues
* Experience in promoting and facilitating partnerships and networks with various stakeholder groups
* Experience working for an international agency and/or in a regional capacity an advantage
* Organizational and administrative experience
* Good level of computer literacy, including database applications.
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**Languages:** Fluency in English is a requirement. Knowledge of local languages is advantageous

**Additional Notes:**

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first- tier candidates and will be given priority over external applicants.

Appointment will be subject to certification that the candidate is medically fit for appointment.

**Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/vacancy>) to lilongwevacancy@iom.int:

When you send your application, please specify the Vacancy reference number i.e. SVNCOMW2018/02 on the subject line of your email. We will not be able to track your applications without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Friday, 01 February 2019. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS