

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

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.

¹ 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

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 10th June 2024 – 23rd June 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

SVN	IOM/KSU/034/2024
Position Title	IT Assistant-I Position
Position Grade	G-4
Duty Station	Kasulu, Tanzania United Republic Of
Duration	6 Months-Special Short-Term Contract with possibility of extension
Position Number	
Job Family	Resource Management
Organizational Unit	Information Technology Unit
Is this a Regional, HQ, MAC, PAC, Liaison Office, or a Country Office based position?	Country Office
Position rated on	N/A
Reports directly to	Information Management & Technology Officer
Overall Supervised by	Chief of Mission

SECTION 2

Organizational Context and Scope

Under the general supervision of the Chief of Mission and the direct supervision of Information Management & Technology Officer, and in coordination with other units, the candidate will be responsible for the carrying out the following duties and responsibilities;

SECTION 3

Responsibilities and Accountabilities

1. Setup and maintain the IT equipment for the users in office.
2. Install and maintain Internet connections for the office.
3. Install and administer the security for various system and network components, including access to internet, protection against viruses, etc.
4. Provide the user support for MS Windows, and MS Office, as well as for other programs used in the office.
5. Analyze computer systems; recommend new systems and/or enhancements in the functionality of the existing systems.
6. Implement the proper backup/restore, data validation and security procedures to assure data integrity and availability.
7. Identify and support technology solutions for database related support.
8. Assist in administration of Database Server and fixing of database related problems.
9. Run Database queries and procedures.
10. Assist in maintenance of systems, sub systems and modules of mission database in accordance with the needs and requirements of each program and project.
11. Provide user support, and training to use, operation, and maintenance of the databases and assist in the implementation of all auxiliary sub systems and modules.
12. Other related duties as required.

SECTION 4

Required Qualifications and Experience

EDUCATION& EXPERIENCE

- University Degree in IT, Computer Science, or related field with minimum 2 years of experience or
- A high school diploma in related field with minimum 4 years' experience.
- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.
- Previous work experience with an international organization and NGOs dealing with refugees would be a strong advantage.

SKILLS

- Knowledge of Microsoft Operating Systems, Server Administration, Networking and Desktop applications and Databases.
- Knowledge in TCP/IP Networking.
- Knowledge of LAN/WAN Technologies.
- Experience in the following tools: MS SQL Server, C++, MS Access is a plus.
- Any certification is a plus: CCNA.

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

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.

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Posting period: From 10th June 2024 – 23rd June 2024

GENERIC POST DESCRIPTION

SECTION 1

Position Information

VN	IOM/DAR/036/2024
Position Title	Senior Project Associate - I Position
Position Grade	G-6
Duty Station	Dar es Salaam, 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 th June 2024
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 in Dar es Salaam and the direct supervision of the Programme Coordinator in Dar es Salaam, the Senior Project Associate will play a pivotal role in the execution of a project by enhancing protection of VoTs in Tanzania through the provision of comprehensive services.

The position will be instrumental in fostering seamless communication with government entities and key stakeholders and Implementing Partners, contributing to the alignment and advancement of project objectives.

SECTION 3

Responsibilities and Accountabilities

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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 delivery 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 the work of implementing partners and report any non-compliance to the supervisor.
11. Assist to oversee the monitoring evaluation and learning (MERL) of the project, including tracking that project targets are being met through the use of pre-defined indicators; assist in ensuring results-based monitoring and reporting. In doing so, oversee the design and implementation of the project's MERL to develop key performance indicators, targets, tools.
12. Support in coordinating the external evaluation processes, including drafting evaluation ToR and participating in the selection of consultancy firms for project evaluations.
13. Provides guidance/training and assists in coordinating and monitoring work of other staff in the unit; may supervise other staff as assigned.
14. 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,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

SKILLS

- Ability to manage schedules, maintain documentation, and prioritize tasks efficiently.
- Familiarity with project management software and office productivity tools.
- Skills in collecting, collating, storing, analyzing, and reporting data are crucial.
- Advanced written and verbal communication skills to draft clear documents and engage with stakeholders.
- Demonstrated leadership to plan, execute, and oversee project activities and mentor team members.
- The critical thinking and ability to work well under pressure.
- Ability to work with diverse teams, including UN partners and government officials.

SECTION 5

Languages

REQUIRED

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

DESIRABLE

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Competencies¹

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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.

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