



International Organization for Migration (IOM)  
The UN Migration Agency

## Vacancy Announcement

<b>Vacancy/Reference Number:</b>	VNSA2023/14
<b>Position Title:</b>	Senior Project Assistant Migration & Health
<b>Position Grade:</b>	G6 (UN Salary Scale for General Staff)
<b>Duty Station:</b>	Pretoria, South Africa
<b>Appointment Type:</b>	One Year Fixed Term Contract with the possibility of extension
<b>Estimated Start Date:</b>	As soon as possible
<b>Closing Date:</b>	11 October 2023

### Context:

IOM works in three broad areas: Operations and emergencies, Migration management and International Cooperation and Partnerships. Under the migration management IOM works with government and partners to develop policies and strategies that promote mainstreaming of migration in different sectors such as the Health under the Migration and Health Division (MHD).

The MHD delivers and promotes comprehensive, preventive, and curative health programmes which are beneficial, accessible, and equitable for migrants and mobile populations. IOM's MHD, in close collaboration with partners, contributes towards the physical, mental, and social well-being of migrants, enabling them and host communities to achieve social and economic development.

One such migration and health project is the SRHR - HIV Knows No Borders Project (KNB Project) implemented in six countries in the Southern Africa region (Kingdom of Eswatini, Lesotho, Malawi, Mozambique, South Africa and Zambia). In South Africa the KNB project is implemented in Nkomazi, Mpumalanga and the prospects of expanding to Musina, Limpopo Province. The project is implemented by a consortium of IOM (as the lead agency) and Save the Children International; in South Africa is implemented in partnership with Save the Children South Africa (SCSA).

Under the overall supervision of the Chief of Mission (CoM) in IOM South Africa and direct supervision of the National Migration and Health Project Officer; and, in collaboration with relevant units at the IOM South Africa Country office, IOM seeks to hire a Senior Project Assistant who will be based in Pretoria.

### **Responsibilities and Accountabilities**

1. Assist in the planning, coordination, implementation and monitoring of the SRHR-HIV Knows No Borders project activities.
2. Compile, summarize, analyse, and present information/data on specific project topics, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation for the project and for implementing partners and propose adjustments as necessary.

4. Monitoring implementing partner's project implementation, report any non-compliance to supervisor and identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
5. 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.
6. Document project activities, set up and maintain files/records to facilitate retrieval and use of project documents.
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 information requests and inquiries both internally and externally.
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.
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. Assist with evaluations, research as delegated by the supervisor.
14. Perform other related duties as assigned.

**Required Qualifications and Experience:**

**Education:**

- High School diploma with six years of relevant experience; or,
- Bachelor's degree in Public Health, Project Management, Development Studies, Migration Studies, Law or related fields from an accredited academic institution with four years of relevant professional experience.

**Experience:**

- Experience in sexual and reproductive health and rights programming;
- Understanding of government structures and experience with working with government at all levels;
- Experience with working with civil society and rural communities at sub-district, district level;
- An understand of migration will be an advantage;
- Experience in monitoring; use of data management apps such as DHIS2, Kobo Collect, Excel will be an added advantage;
- Knowledge of social communication and behaviour change strategies;
- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in supporting research, baseline, evaluation exercises;
- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups;
- Experience in documenting project process and ensuring that project information is well stored for ease or retrieval; and
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

**Skills:**

- Strong writing and presentation skills;
- Strong ability to document, organize, store and disseminate project information to facilitate knowledge management;
- Strong presentation skills to aptly represent IOM in different forums such as meetings and conferences;
- Excellent communication and analytical skills
- High degree of judgment and initiative, ability to work with a high degree of independence within assigned areas;
- Strong interpersonal and teamwork skills;
- Proven ability to establish and maintain effective working relationships with stakeholders
- Proven experience in reviewing financial reports and monitoring work plan implementation.
- Ability to mobilise stakeholders and community participation.

**Languages:**

- Fluency in English
- Working knowledge of a local South African language

**Competencies:**

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**

- 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 action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**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 if they meet the minimum requirements.

The appointment is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

**Method of application:**

If you are qualified for this position, please email the following to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int) under the REFERENCE: VNSA2023/14 in the subject line of your email:

- a. **Letter of motivation**
- b. **Up-to-date Resume/CV**
- c. **Copy of ID**
- d. **IOM Personnel History form which can be downloaded from this website:**  
<https://southafrica.iom.int/vacancy>

When you send your application, please specify the Vacancy reference number i.e. VNSA2023/14 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by Wednesday, 11 October 2023. Only shortlisted candidates will be contacted.

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.