



International Organization for Migration (IOM)

The UN Migration Agency

EXTENDED VNSA2017/03

I. POSITION INFORMATION	
Position title	National Operations Officer (AVRR)
Position grade	NOA (as per UN salary scale Basic R 39 171.00)
Duty station	IOM Pretoria
Appointment type	One Year Fixed Term with the possibility of extension
Reports directly to	Project Officer (AVRR), Pretoria
VACANCY-SPECIFIC INFORMATION	
Posting channel	Open to External and Internal candidates. Internal candidates are considered as first-tier candidates
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Working under the overall supervision of the Chief of Mission, close coordination with the Regional Programme Manager (AVRR) Pretoria and under the direct supervision of the Project Officer (AVRR), S/he will be responsible in coordinating all activities directed at strengthening migration data management in South Africa;</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. In coordination with the Project Officer (AVRR), contribute to the management of the project, particularly in relation to migration policy, coordination activities and migration data to improve migration governance in the country.2. Assisting in coordination of issues between the project partners, implementing agencies, the donor and other counterparts, through monitoring of the work of the coordination groups relevant to migration issues.3. Assist project activities from the overall migration coordination and migration data management and make recommendations on capacity building measures, workshops, trainings and offer advice for smooth project implementation.4. Assist the Project Officer in establishing and implementing grants disbursement, reporting and monitoring mechanisms, including a comprehensive tracking system to monitor all sub-grants and ensure that relevant documentation is made available upon request.5. Coordinate logistical assistance in the organization of relevant planning workshops for policy implementation as well as organizations of appropriate technical workshops on the conduct of migration surveys.6. Assist in strengthening data management tools of the government and provide technical and procedural inputs to ongoing data management initiatives.7. Prepare brief and periodical reports on the status of the programme activities in support in the preparation of regular reports to the donors, government entities.8. Perform any other duties as may be assigned.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	



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- Bachelors or Equivalent with two years' experience or Masters or Equivalent or Higher from an accredited institution in International Relations, Social Science, Law, Humanitarian Affairs or related field with two years professional experience

EXPERIENCE

- Two years' experience (or none for candidates holding Master's Degree) in related field, preferably Project Management, preferably in Migration Assistance or related experience.
- Knowledge of social development issues as well as general migration related issues in the country and the region
- Good knowledge of project development, administration and evaluation concepts and procedures.
- Proven ability to establish and maintain strong working relations with relevant Government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, Good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher, and SharePoint.
- Previous work experience in international organizations and companies would be an advantage.
- Preferably within the United Nations or within the international humanitarian field;

V. LANGUAGES

Required (specify the required knowledge)	Advantageous
English	

VI. COMPETENCIES¹

The incumbent is expected to demonstrate the following competencies:

- Accountability – takes responsibility for action and manages constructive criticisms
- Client Orientation – works effectively well with client and stakeholders
- Continuous Learning – promotes continuous learning for self and others
- Communication – listens and communicates clearly, adapting delivery to the audience
- Creativity and Initiative – actively seeks new ways of improving programmes or services
- Performance Management – identify ways and implement actions to improve performance of self and others.
- Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility;
- Professionalism - displays mastery of subject matter



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- Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation.
- Technological Awareness - displays awareness of relevant technological solutions;

Notes²

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

METHOD OF APPLICATION

Method of application:

Candidates who applied earlier do not need to reapply. For the purpose of the vacancy, internal candidates are considered as first- tier candidates.

If you are qualified for this position please email the following to pretoriacvs@iom.int under the **REFERENCE: Extended VNSA2017/03** in the subject line of your email:

- a. COVER LETTER MOTIVATING YOUR APPLICATION
- b. DETAILED CV
- c. COPY OF ID
- d. **IOM PERSONNEL HISTORY FORM**

Kindly quote the **REFERENCE- Extended VNSA2017/03** in the subject line of your application. We will not be able to track your applications without the reference code provided.

Incomplete applications will be rejected. Only shortlisted candidates will be notified.

Please send your CV's by 30th November 2017

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