



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	: Project Assistant (CCCM, Food and NFI)
Duty Station	: Boa Vista, Roraima, Brazil
Classification	: Special Short-Term Ungraded
Type of Appointment	: SST UG, 3 months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 29 March 2023

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.

Context:

Under the overall supervision of the Chief of Mission and direct supervision of the Senior Emergency Coordinator and Project Coordinator, the incumbent be responsible of supporting and supervising IOM supervising IOM CCCM, WASH and Food activities in the state of Roraima. In particular he/she will be responsible for:

Core Functions / Responsibilities

1. Support the implementation of the activities of the CCCM, WASH and Food Unit.
2. Contribute to the development, implementation, and field monitoring of food security activities in targeted communities in Roraima state to ensure quality standards are met and in line with the relevant guidelines and project indicators.
3. Participate and represent IOM in working groups, meetings and liaising with local authorities and Operation Welcome stakeholders and strategic partners, including UN Agencies to plan and execute food security activities.
4. Liaise and coordinate with relevant stakeholders such as local government actors, UN agencies, NGOs and civil society in relation to the project activities, including representing IOM in relevant meetings.
5. Support monitoring and reporting processes about protection activities and prepare regular reports on protection activities, in accordance with IOM data protection principles.
6. Provide support in the regular data collection, analysis and systematization and for the development of field and donor reports.

Organização Internacional para as Migrações (OIM)

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7. Undertake duty travel as required.
8. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- High School diploma with five years of relevant professional experience; or
- University degree in Social Sciences, International Relations, Law, Public Policy, Human Rights, Population Studies, Intercultural Studies, or a related field from an accredited academic with two years of relevant professional experience; Masters degree would be a differential.

Experience

- Minimum 2 years of relevant work experience in the field of migration assistance
- Experience in liaising with Brazilian Government agencies, 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.
- Good knowledge of project monitoring and Monitoring and Evaluation (M&E).
- Experience working with a non-governmental organization and/or international organization.
- Works effectively with local authorities, stakeholders, and beneficiaries.
- Excellent organization skills; analytical and creative thinking.
- Computer/software literate
- Strong interpersonal and communication skills.

Languages

Required: Portuguese and Spanish

Advantageous: English

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: 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.

Notes

The appointment is subject to funding confirmation.

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

Applications

Interested candidates should send Curriculum Vitae only in pdf format to iombrazil@iom.int, until 29 March 2023, stating in the subject field **Project Assistant – CCCM – BVB**.

Only pre-selected candidates for interviews will be contacted.