



Open to internal and external candidates

**TERMS OF REFERENCE**

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

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 CCCM, WASH and Food activities in the state of Roraima. In particular he/she will be responsible for:

***Core Functions / Responsibilities***

1. Support the application of needs assessments in settlements and sites with diverse tools as Kobo systems, excel sheets and reports.
2. Support in the implementation of Communication with Communities, Community Participation and Community Based Protection Strategies delivering diverse types of information about IOM, federal and local government programs, or any other civil society project.
3. Support Post-Distribution Monitoring's by kobo surveys application, and consultation of specific groups and communities' leaders.
4. Support the control of items inventory as well as assessing the logistical needs for deliveries and monitoring.
5. Contribute to the development, implementation, and field monitoring of shelter manager activities in targeted communities to ensure quality standards are met and in line with the relevant guidelines and project indicators.
6. Support the implementation and delivery of comprehensive communication and information campaigns in Roraima state.
7. Provide regular briefings on activities' implementation progress and provide inputs

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**Organização Internacional para as Migrações (OIM)**

Setor de Autarquias Sul, Quadra 05, Bloco N, Ed. OAB, Salas 301 a 308 • Asa Sul • Brasília-DF, Brasil • CEP 70070-913  
Tel.: +55 61 3771.3772 • E-mail: [iombrazil@iom.int](mailto:iombrazil@iom.int) • Website: [brazil.iom.int](http://brazil.iom.int)

for weekly and monthly reports, as well as for any other relevant documents being developed.

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

### ***Required Qualifications and Experience***

#### **Education**

High School diploma with three years of relevant professional experience.

#### **Experience**

- 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 in the field of Logistics, Health and hygiene promotion and community engagement
- Experience working with a non-governmental organization and/or international organization is an advantage.
- 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](mailto:iombrazil@iom.int), until 29 March 2023, stating in the subject field **Project Clerk – CCCM – BVB**.

Only pre-selected candidates for interviews will be contacted.