Open to internal and external candidates

SPECIAL VACANCY NOTICE

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Field Assistant (CCCM, food e NFI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Station</td>
<td>Boa Vista, Brazil</td>
</tr>
<tr>
<td>Classification</td>
<td>National Staff</td>
</tr>
<tr>
<td>Type of Appointment</td>
<td>Special Short-Term Ungraded</td>
</tr>
<tr>
<td>Estimated Start Date</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Closing Date</td>
<td>18 March 2024</td>
</tr>
</tbody>
</table>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

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 IOM CCCM, food and Water and sanitation (WASH) interventions in the state of Roraima. Under the direct supervision of the Project Assistant, the Field Assistant will carry out the following activities:

Responsibilities and Accountabilities

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. Delivering of diverse type of kits to address community identified needs in coordination with local government and civil society organizations.
4. Support Post-Distribution Monitoring’s by kobo surveys application, and consultation of specific groups and communities’ leaders.

5. Support the control of items inventory as well as assessing the logistical needs for deliveries and monitoring.

6. Contribute to the development, implementation, and field monitoring of WASH, CCCM and food activities in targeted communities, to ensure quality standards are met and in line with the relevant guidelines and project indicators.

7. Support the implementation and delivery of comprehensive communication and information campaigns in Roraima state.

8. Provide regular briefings on activities’ implementation progress and provide inputs for weekly and monthly reports, as well as for any other relevant documents being developed.

9. Undertake duty travel as required.

**Required Qualifications and Experience**

**EDUCATION**

- One year relevant experience with High School Diploma.

**EXPERIENCE**

- Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.

**SKILLS**

- Good organizational, time management and prioritizing skills.

**Languages**

IOM’s official languages are English, French, and Spanish.

**REQUIRED**

For this position, Portuguese and Spanish is required (oral and written).

**DESIRABLE**

English (working knowledge) are advantageous.
**Competencies**
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 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.

**MANAGERIAL COMPETENCIES** – Behavioral indicators (level 2)

- **Leadership:** Provides a clear sense of direction, leads by example, and demonstrates the ability to carry out the Organization’s vision. Assists others to realize and develop their leadership and professional potential.

- **Empowering others:** Creates an enabling environment where staff can contribute their best and develop their potential.

- **Building trust:** Promotes shared values and creates an atmosphere of trust and honesty.
Strategic thinking and vision: Works strategically to realize the Organization’s goals and communicates a clear strategic direction.

Humility: Leads with humility and shows openness to acknowledging own shortcomings.

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.

How to apply

Interested candidates should send Curriculum Vitae in English only in pdf format to iombrazil@iom.int, until 18 March 2024, stating in the subject field FIELD ASSISTANT CCCM BVB.

Only shortlisted candidates will be contacted.

Posting period

From 04.MAR.2024 to 18.MAR.2024