

# Senior Project Assistant - Flow Monitoring (G6)

## SPECIAL VACANCY NOTICE (SVN)

### Open to Internal and External Candidates

Position Title	: Senior Project Assistant - Flow Monitoring
Reference No	: SVN/007/2022
Duty Station	: Kampala, Uganda
Classification	: General Service (G6)
Type of Appointment	: Fixed term, one year with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 30 <sup>th</sup> December 2022

*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. IOM is committed to a diverse and inclusive environment. Internal candidates are eligible to apply to this vacancy and are considered as first-tier candidates.*

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### **ORGANIZATIONAL CONTEXT AND SCOPE**

IOM supports the Ministry of Health to strengthen health service capacity at the border points to effectively prevent, detect, and respond to the infectious diseases and other public health threats. IOM is an active partner of the Ministry of Health and supports border related operations during outbreaks, including the current Ebola outbreak. IOM supports surveillance, risk communication, the data management including screening, flow monitoring data.

Under the overall supervision of the Chief of Mission, the direct supervision of the National Migration Health Coordinator, and in coordination with relevant units in IOM headquarters and the Regional Office (RO) for the East and Horn of Africa, the Senior Project Assistant will be responsible for assisting in the planning, coordination, implementation, and monitoring of project activities.

#### ***Core Functions / Responsibilities:***

1. Assist in the planning, coordination, implementation and monitoring of project activities.

2. Compile, summarize, analyses, and present flow monitoring data on population mobility in response to Ebola Virus Disease, highlighting noteworthy issues for the consideration of appropriate parties.
3. Monitor budget implementation and propose adjustments, as necessary.
4. 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.
5. Draft status reports: identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
6. Draft correspondence on project issues; prepare and update flow monitoring 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 complex information requests and inquiries; set up and maintain files/records.
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.
10. Monitor work of implementing partners and report any non-compliance to the supervisor.
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. Perform other related duties as assigned.

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

#### **Education**

- School diploma with six years of relevant experience; or,
- Bachelor's degree in statistic, Development Studies, Migration Studies, Business Administration, or related fields from an accredited academic institution with 2 years of relevant professional experience.

#### **Experience**

- Operational and field experience in outbreak preparedness and response, in public health, and risk communication interventions.
- Knowledge of Infection, Prevention and Control (IPC) measures for outbreak response and preparedness.

- Knowledge of risk communication is an advantage.
- Prior experience in mobility mapping and flow monitoring including DTM.

### **Languages**

- Fluency in English and working knowledge of other UN languages is an advantage.
- Working knowledge of local dialects is an advantage

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

#### **Values**

- **Inclusion and respect for diversity** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintain 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 – behavioural indicators *level 1***

- **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.

#### ***How to apply:***

In order for an application to be considered valid, IOM will only accept applications which should include a cover letter (not more than one page) and résumé highlighting the required education and experience.

Interested applicants may send their applications to [huganda@iom.int](mailto:huganda@iom.int) no later than 30<sup>th</sup> December 2022. Reference Number and Position Title: **SVN/007/2022– Senior Project Assistant - Flow Monitoring (G6)** should be specified in the SUBJECT field.

**Applications from qualified female candidates are especially encouraged.**

Only short-listed candidates will be invited for an interview.

#### ***Posting period:***

**From 16<sup>th</sup> December 2022 to 30<sup>th</sup> December 2022**