

SENIOR PROJECT ASSISTANT (MECC) (G6)
VACANCY NOTICE (VN)

Open to Internal and External Candidates

Position Title : **Senior Project Assistant (MECC)**
Reference No : **VN/UG/001/2023**
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 : **19th January 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

ORGANIZATIONAL CONTEXT AND SCOPE

Uganda has been experiencing a growing impact of climate change in recent years. The country is registering yearly an increasing frequency and intensity of disasters. Overtime, the country has been registering above normal rainfalls as predicted by the Uganda Meteorological Office. The heavy rains have led to multiple disasters that adversely affected and disrupted human life, resulting in the destruction of lives, property, livestock, and livelihoods, including farmlands. The country is registering an increasing trend in disasters' frequency and intensity, including droughts, floods, and land/mudslides. Besides, the country is hosting more than 1.4 million refugees, mainly from South Sudan and the Democratic Republic of Congo (DRC). The country has one of the world's most progressive refugee protection policies and has been at the forefront of integrating development solutions to refugee crises. Vulnerability is exacerbated by low adaptive capacity, increased frequency and intensity of extreme weather events, weak institutional capacity, inadequate disaster management skills, lack of equipment for disaster management, Emergency Response, and limited financial resources.

Under the overall supervision of the Chief of Mission, the direct supervision of the National Program Officer 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 supporting the implementation of IOM Uganda project for the Migration Environment Climate Change (MECC)-IOM Development Fund (IDF).

Core Functions / Responsibilities:

The candidate will perform the following duties.

- Collect, analyze and present information about migration trends and upcoming issues of relevance to Environment and Climate Change, donor priorities and funding opportunities in the Climate Change portfolio, and contribute to the conceptualization of IOM's MECC programme aligned with the strategic objectives of the CO.
- Support drafting of project proposals and concept notes in coordination line with the National Programme Officer and other relevant project assistants, IOM policies, standards and other relevant IOM units, internal procedures, including Project Information and Management Application (PRIMA).
- In coordination with the NPO, provide technical inputs for the development of projects that comply with IOM and donor requirements for M&E including assisting in establishing the project/programme logic and adequately planning and budgeting for monitoring activities, results, financials, and risks and for evaluation.
- Assist in the planning, coordination, implementation and monitoring of MECC project activities with the District and Ministry of Water and Environment – Climate Change Department.
- Act as focal point for administrative coordination of MECC project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc.
- Prepare training materials and participate in the delivering of capacity building workshops with the District and Ministry of Water and Environment – Climate Change Department in close coordination with the Project Manager and MECC RTS.
- Participate in conferences, workshops and meetings related to the MECC thematic area in close coordination with the Project Manager and MECC RTS and co-partners, IP meetings; maintain effective liaison and coordination with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations.
- Draft MECC status reports: identify shortfalls in delivery, bring them to the attention of the supervisor and suggest corrective measures.
- Compile, summarize, analyze, and present information/data on the MECC thematic area project topics, highlighting noteworthy issues for the consideration of appropriate parties.
- Support in monitoring budget implementation and propose adjustments as necessary
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, and other forms of documentation.
- Respond to MECC thematic area complex information requests and inquiries; set up and maintain files/records.
- Provide inputs for the development of concept papers and provide general support for the development of new MECC projects.

Required Qualifications and Experience

Education

- Bachelor's degree in Environmental Studies, Social Sciences, Migration Studies, International Relations, Environmental Policy/Law, or a related field from an accredited academic institution with four years of relevant professional experience

OR

- High School Diploma with six years of relevant experience.

Experience

- Experience in managing projects in the humanitarian sector.
- Experience in liaising with governmental authorities, 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi- cultural setting is an advantage.
- Data Management, Monitoring and Evaluation experience is an advantage.
- Ability to prepare clear and concise reports.
- Knowledge and experience working with IOM's administrative procedures is a distinct advantage.
- Excellent, writing and communication skills.

Skills

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of financial rules and regulations

Languages

- Fluent in English.
- Working knowledge of French or Spanish an advantage

Required Competencies

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

Values - all IOM staff members must abide by and demonstrate these three 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 – 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 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 no later than **19th January 2023**. Reference Number and Position Title: **VN/UG/001/2023** and **Senior Project Assistant (MECC)** 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 05th to 19th January 2023