Call for Application (CFA)

Position Title	Project Clerk
Classification, Position	Ungraded
Grade	G3
Duty Station	Kampala-Uganda
Type of Appointment	Special Short Term Ungraded (6 Months with possibility of extension.
Date of Issue	30 May 2024
Closure Date	13 June 2024
CFA No.	CFA/UG/002/2024
Organizational Unit	MECC DRR

Background:

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 and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates

Context and scope:

The International Organization for Migration (IOM) is committed to ensuring orderly and humane governance of migration, promoting international cooperation on migration issues, and assisting in the search for practical solutions to migration issues.

Under the overall supervision of the Project Officer (e-waste) and the direct supervision of the Sr. Project Assistant, the Project Clerk will support the implementation of IOM E-waste initiative under MECC DRR in Bidibidi refugee settlement. The incumbent will be responsible for providing field-based program and administrative support to the day-to-day operations of the E-waste circular economy scale: Exploring synergies and insights project" and Emergency Preparedness and Response Unit in Bidibidi Refugee Settlement, Yumbe District. Overall responsibility for the project is exercised by the Project Officer (E-waste).

Under the overall supervision of the Project Officer (E-waste) and the direct supervision of the Sr. Project Assistant, the successful candidate will be responsible the following duties and responsibilities.

Core Functions / Responsibilities:

1. Provide administrative support to the E-waste project team, including supporting the organization of meetings, and preparing documents.

2. Assist in the development and maintenance of project filing systems, both electronic and hard copy, ensuring easy access to project documents and information.
3. Assist in the collection, compilation, and analysis of data related to e-waste management activities in the settlement.
4. Maintain accurate records of e-waste collection, disposal, and recycling activities, ensuring that data is updated regularly and stored securely.
5. Assist to organize the logistics and monitoring for e-waste collection and disposal activities, including scheduling collection trips, arranging transportation.
6. Monitor that all necessary equipment and materials are available for e-waste collection and recycling activities, and that they are properly maintained and used.

7. Retrieve, compile, summarize, and present information/data on specific project topics.

8. Monitor compliance with safety and security protocols during e-waste collection and disposal activities, and promptly report any incidents or concerns to the project manager.
9. Undertake duty travels, as necessary.
10. Perform any other duty within the incumbent's capabilities as assigned by the Supervisors.

Required Qualifications and Experience

EDUCATION
- Bachelor's degree in political or social sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Business Studies or related fields from an accredited academic institution with one year of relevant professional experience or ,

High school diploma from an accredited academic institution with three years of relevant professional experience

EXPERIENCE

- 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.

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

- Experience in working with organization's operational business systems and applications.

SKILLS

- Strong computer skills - Word, Excel and Internet.

LANGUAGES

- For all applicants, fluency in English is required (oral and written).
- Working knowledge of Kiswahili or French is an advantage

Required 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.
- **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 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:
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 **hruganda@iom.int** no later than 13th June 2024 Reference Number and Position Title **(CFA_UG_002_2024 – Project Clerk)** should be specified in the SUBJECT field.

Required: After sending your application through hruganda@iom.int. **YOU ARE REQUIRED** to fill in the recruitment Questionnaire using this link Prescreening Form Project Clerk

Applications from qualified female candidates are especially encouraged.

Only short-listed candidates will be invited for an interview.
Posting period: From 30th May 2024-13thJune 2024.