

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Senior Project Assistant**
Reference No : **SVN_UG_002_2024**
Duty Station : **Bidibidi, Uganda**
Classification : **G-6**
Type of Appointment : **SST Graded, 6 Month with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **13th June 2024**

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

Background:

Humanitarian agencies play a vital role in delivering essential life-saving services during crisis, which often involves the distribution of electronic products (e-products) to improve access to energy and communication. E-product distribution results in the generation of electronic waste (e-waste) once they reach their end of life. Displacement camps and settings where IOM operates face numerous unique challenges that hinder effective e-waste management, resulting in nearly all waste being managed informally, having negative impact on human health and the environment. These challenges include limited access to repair centres, a shortage of necessary tools and spare parts for effective repairs, and harsh environmental conditions that contribute to the relatively short lifespan of e-products. Despite these obstacles, e-waste retains value within displacement settings. Households often sell e-waste to waste scrappers who extract useful components such as wires and batteries for charging other devices or for small-scale profit through repurposing at the camp level.

In response to the challenge of e-waste management in displacement settings, and its subsequent impact on human health and the environment, in 2019, Innovation Norway funded IOM to implement an innovation pilot aimed at creating a circular economy for e-waste through repair, recovery and recycling in displacement settings, thereby extending the lifespan of electronic products and reducing the cost of having to replace items to households as well as reducing the unsafe and environmentally harmful disposal of waste items.

Due to the pilot's success, IOM has been granted further funding by Innovation Norway to transition the project to scale under the "E-waste Circular Economy Scale Project" ("the Project"). - E-waste – circular economy scale | Humanitarian Innovation Programme (innovationnorway.com). The Project's

objective is to gather evidence, create a viable business model and establish partnerships with key e-waste stakeholders for potential full scale up. It aims to build up on the findings of the pilot in Bidibidi, Uganda, and further develop the proof of concept, whilst conducting evidence-based contextual analysis, insight activities and small-scale prototyping in other potential camps. The long-term goal is to catalyse a paradigm shift in e-waste management in displacement settings, transforming it from a linear, wasteful approach to a circular model. The project promotes reparability, recovery, recyclability, green employment and partnerships to empower internally displaced persons (IDPs), refugees and host communities` self-resilience, thus driving socio-economic development, and transforming them from aid recipients into self-reliant communities with multiple income streams. IOM is partnering with The University of Edinburgh, BRIGHT Products, Aceleron and Total Energies to deliver the project.

Context and scope:

Under the overall supervision of the Head of Programmes and Policy Development and the direct supervision of the Project Officer (E-waste), the Senior Project Assistant will be responsible for supporting the implementation of IOM E-waste initiative in Uganda under the Migration Environment Climate Change (MECC) and DRR. Overall responsibility for the project is exercised by the Project Officer (E-waste).

The incumbent will be performing the duties below:

Core Functions / Responsibilities:

1. Assist in the planning, coordination, implementation and monitoring of project activities.
2. Compile, summarize, analyze, and present information/data on specific project topics, 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 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 such other related duties as may be assigned.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with four years of relevant professional experience or,
- High school diploma from an accredited academic institution with six 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; and,
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

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 budget management

Languages

- For all applicants, fluency in English is required (oral and written).
- Working knowledge of Swahili 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.

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.

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 huganda@iom.int no later than 13th June 2024 Reference Number and Position Title (SVN_UG_002_2024 – Senior Project Assistant) 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 Senior Project Assistant](#)

Applications from qualified female candidates are especially encouraged.

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

Posting period: From 30 May 2024- 13 June 2024