

Project Clerk (G3)

SPECIAL VACANCY NOTICE (SVN)

Open to Internal and External Candidates

Position Title : **Project Clerk**
Reference No : **SVN/UG/005/2024**
Duty Station : **Kampala, Uganda**
Classification : **General Service (G3)**
Type of Appointment: **Special Fixed Term, 6 Months with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **21 July 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 candidates are eligible to apply to this vacancy and are considered as first-tier candidates

ORGANIZATIONAL CONTEXT AND SCOPE

In Uganda, IOM implements a range of programmatic interventions in areas such as Resettlement and Movement Management; Emergency Preparedness and Response; Migration Health (Assessments and Travel Assistance, Promotion, and Assistance for Crisis-Affected Populations); Community Stabilization and Durable Solutions; Labour Mobility and Human Development; Migrant Protection and Assistance, Immigration and Border Management; Migration Policy and Data; as well as Migration, Environment and Climate Change (MECC).

Under the overall supervision of the Head of Programmes and Policy Development and the direct supervision of the National Project Officer– DoE (ECHO & MECC Projects) in Kampala. The successful candidate shall perform the following essential functions:

Core Functions / Responsibilities:

1. Provide general/clerical assistance in the implementation of ECHO and MECC project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Assist in monitoring budget and updating budget related information.
4. Support administrative coordination for project implementation, involving liaison with diverse organizational units or external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions.
5. Support drafting project status reports, correspondence, briefing notes, graphics, statistical tables, presentations, and other forms of documentation.
6. Support the organization of meetings, workshops, and training sessions.
7. Respond to general information requests and inquiries; set up and maintain files/records.

8. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- School diploma with three years of relevant experience; **OR**
- 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.

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

Languages

- Fluent in English and Kiswahili.
- Working knowledge of other UN languages and knowledge of the local languages is an added 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:

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 klarecruitment@iom.int no later than **21 July 2024**. First Name, Reference Number and Position Title should be specified in the SUBJECT field. First Name Reference Number and Position Title: **i.e. John -SVN/UG/005/2024 Project Clerk should be specified in the SUBJECT field.**

Required: After sending your application through huganda@iom.int. YOU ARE REQUIRED to fill in the recruitment Questionnaire using the link: [Prescreening Form Project Clerk](#)

Applications from qualified female candidates are strongly encouraged.
Only short-listed candidates will be invited for an interview.

Posting period:
From 08 July 2024 to 21 July 2024