



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE

I. POSITION INFORMATION

SVN No:	SVN/IOMSO/028/2014
Position title	Project Assistant
Position grade	Ungraded Stipend Equivalent to US \$350pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Borama, Somaliland
Duration of Assignment	Until 30 th June 2014
Seniority band:	N/A
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated	NO
Subject to rotation	NO
Reporting directly to	Senior Project Advisor
Overall supervision by	Deputy Program Manager - Programs
Managerial responsibility	NO
Directly reporting staff	None

II. ORGANIZATIONAL CONTEXT AND SCOPE

The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.

Under the overall supervision of the Mayor of Borama and the direct supervision and guidance of the Senior Project Advisor of the TIS program, the project assistant will be responsible for ensuring the smooth implementation of grants in Borama district in accordance with USAID donor requirement.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Lead in ensuring smooth implementation of all grants in Borama district;
2. Report weekly on the grants progress to the TIS Senior Project Advisor in Hargeisa;
3. Be the main communication and coordination link between the Mayor's office and TIS Hargeisa team on grant related issues;
4. Be the focal person in the district to report and update the Mayor's office on grants progress;
5. Identify and report on any support and advice required from the Hargeisa office on all grants related issues;
6. Attend/hold project meetings and prepare minutes or meeting reports;
7. Ensure guidelines are followed and best practices maintained during the implementation of all project activities;
8. Plan and engage in project monitoring and evaluation activities, including the identification of risks, issues and lessons learned on a quarterly basis;
9. Ensure monitoring and evaluation requirements for all grants are met before grant closure;
10. Follow up on deadlines, commitments made, action taken, coordination, and



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submission of report to TIS Hargeisa office;
11. Perform such other duties as may be assigned.

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

Client Orientation

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;
- Keeps clients informed of developments and setbacks;

Continuous Learning

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;

Communication

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and Procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems;

Leadership and Negotiation

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;



Performance Management

- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

Planning and Organizing

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

Professionalism

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

Technological Awareness

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

Resource Mobilization

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;

Technical

1. Strong communication skills for both oral and written (English, and Somali);
2. Excellent analytical, planning and organization must be self-motivated to work



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- with minimal supervision;
3. Demonstrated ability to work as part of a team and manage multiple tasks;
 4. Strong leadership skills and the ability to resolve complex issues.

V. EDUCATION AND EXPERIENCE

1. University degree/Diploma preferred, such as in development, project management, social work or any other related field;
2. Minimum of three years of professional experience in the field of governance and development, or management, especially in international organizations such as NGOs;
3. Minimum of two year specific experience in the field of development with project design, implementation and monitoring;
4. Experience in community participation and consensus-building projects;
5. Thorough knowledge and understanding of government structures and current development planning in Borama;
6. Demonstrated capacity to understand and analyse the national, regional, and local political context in Somaliland, and especially Borama;
7. A drive for results in a high-volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events;
8. Excellent computer skills, including MS Office suite;
9. Written and spoken fluency in English and Somali is required;
10. Previous experience with the Borama local government is an advantage.

VI. LANGUAGES

Required

Fluent English and Somali

Method of Application: Interested candidates should submit CV and a cover letter indicating the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)
Somalia Coordinating office in Nairobi
Human Resources Department,
Gitanga Groove, off Gitanga Road
P.O. Box 1810 - 00606
Nairobi

Or

Send by email to: recruitmentsomalia@iom.int

Closing date: 6th May 2014

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED

*Qualified applicants from **Borama** will be favorably considered:*