



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

SPECIAL VACANCY NOTICE

TERMS OF REFERENCE

I. POSITION INFORMATION	
SVN No:	SVN/IOMSO/054/2014
Position title	Project Assistant
Position grade	G-1/A Stipend Equivalent to US \$ 531.09 pm
Type of contract	Short Term under 3 rd Party Contract
Duty station	Jowhar, Somalia
Duration of Assignment	6 months
Job family:	Programs
Organizational unit:	Field Coordination Unit
Reporting directly to	Project Advisor
Overall supervision by	Field Officer
Managerial responsibility	NO
Directly reporting staff	None
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>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.</p> <p>Under the overall supervision of the District Commissioner of Jowhar and the direct supervision and guidance of the Field Officer of the TIS program, the Project Assistant will be responsible for ensuring the smooth implementation of grants in Jowhar district in accordance with USAID donor requirement.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<ol style="list-style-type: none">1. Lead in ensuring smooth implementation of all grants in Jowhar district;2. Report weekly on the grants progress to the TIS Senior Project Advisor in Mogadishu;3. Be the main communication and coordination link between the District Commissioner's office and TIS Shabelle team on grant related issues;4. Be the focal person in the district to report and update the District Commissioner's office on grants progress;5. Identify and report on any support and advice required from the TIS Shabelle 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 submission of report to TIS Shabelle office;11. Perform such other duties as may be assigned.	



IV. COMPETENCIES

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

Behavioural

a) Takes responsibility and manages constructive criticism; b) Works effectively with all clients and stakeholders. c) Promotes continuous learning, communicates clearly. d) Takes initiative and drives high levels of performance management. e) Plans work, and sets goals within area of responsibility. f) Displays mastery of subject matter. g) Contributes to a collegial team environment. h) Ability to work independently with minimum supervision. i) Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds. j) Proven ability to work independently with minimum supervision. k) Maintains confidentiality on sensitive issues/data.

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 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 one year of professional experience in the field of governance and development, or management, especially in international organizations such as NGOs;
3. Minimum of one 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 Jowhar;
6. Demonstrated capacity to understand and analyse the national, regional, and local political context in Middle Shabelle, and especially Jowhar;
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 Jowhar local government is an advantage;

VI. LANGUAGES

Required Fluent English and Somali



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Method of Application: Interested candidates should submit CV and a cover letter Quoting 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: 31st July 2014

Note:

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED
*Qualified applicants from **Jowhar** will be favorably considered:*