Call for Applications

Position Title: Project Assistant
Duty Station: Nuku'alofa, Tonga
Classification: General Service Staff, Grade UG
Type of Appointment: Special short-term ungraded, Nine Months with possibility of extension
Monthly take-home pay: TOP 3,500 – 3,700 per month (depending on experience)
Estimated Start Date: 3 February 2020
Closing Date: 6 January 2020

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.

Context:

The IOM, as an international inter-governmental agency with a specific mandate for migration is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing technical expertise and supports to governments and host population through a wide range of sustainable solutions contributing to end forced migration and/or improvement of displacement conditions. IOM also has a significant role in Displacement Management and the Camp Coordination and Camp Management (CCCM), actively participates in coordinated humanitarian and recovery responses, and engages in inter-agency collaboration to meet the needs of affected-population and contribute to their protection.
The main objective of the Project Assistant is to support strengthening the capacity of key stakeholders in Tonga to manage displacement induced by sudden and slow onset natural disasters, including the adverse effects of climate change. Notably, the incumbent will focus on providing tailored tools and technical support to national, provincial and community-level authorities involved in displacement management in order to ensure international standards and best practices are being met, including with regards to site planning and management, information management, accountability to affected communities and environmental protection.

Under the overall supervision of the Chief of Mission – Australia; Coordinator & Advisor for New Zealand, Papua New Guinea and the Pacific and the direct supervision of the Humanitarian and Emergency Programme Officer in Suva, Fiji and relevant IOM thematic specialists in Regional Office for Asia and the Pacific, Bangkok, the Project Assistant will be responsible for supporting all activities related to management of displacement, including collection of displacement data and the Displacement Tracking Matrix (DTM).

**Core Functions / Responsibilities:**
In particular, she/he will be responsible for the following:

1. Provide specialized assistance in the development and implementation of displacement management projects work plans, implementation strategies including in development of project stakeholder and risk analysis and if required overview of expenditure plan to ensure timely implementation and achievement of project activities and results.

2. Assist Project Manager in coordinating on-going and planned CCCM, DTM and other displacement management activities through administrative, technical, monitoring, and if require financial overview, including ensuring proper application of a monitoring system to track progress on programme results and indicators; and proactively provide recommendation and inputs on ways for better implementation to increase efficiency of the program.

3. Provide technical support to government officials and other stakeholders map and assess needed evacuation centres, critical infrastructure and essential services
in at-risk communities.

4. Under the guidance of the Project Manager, facilitate the capacity building and training activities on displacement management (including but not limited to CCCM, DTM, Environmental protection etc.) including designing and the development of contextualized relevant training modules, organizing and facilitating the developed trainings including trainings on other relevant National Guidelines/SOPs etc. at different level from National, Provincial and down to community level and draw up training reports.

5. Assist the Project Manager in establishment and strengthening the national DTM system, including a DTM database and development, rollout and handover of DTM tools (including environmental data collection tool) and SOPs.

6. Facilitate the collection and dissemination of displacement data and community vulnerability data and profile at the field level with focus on the most at-risk population;

7. Maintain up-to-date knowledge and information on current situation related to all displaced population and undertake desk and field assessments, including facilitating focus groups and consultations with affected populations (including women’s and girls’ specific needs in natural disasters) and Government officials at the national and subnational level, on the effects of displacement and the needs of the displaced.

8. Facilitate partnership, collaboration and liaison with internal and external counterpart/stakeholders including with affected and host communities.

9. Provide inputs and recommendation on project monitoring and evaluation exercises in coordination with Monitoring and Evaluation team member;

10. Provide inputs into regular programme reports and other report with recommendations on the lessons learned from previous natural disasters (cyclones/eruptions, etc) relevant to CCCM and displacement management.

11. Provide input into project reporting, proposals and concept notes to ensure the continuity and sustainability of the program in Tonga and support in regular and ad-
hoc donor reporting as required.

12. Any other tasks related to the project and its thematic focus that may be assigned.

**Required Qualifications and Experience:**

**Education**
- University Degree or higher in the social sciences field or any other relevant area of studies, with at least three years of progressively responsible work experience related to humanitarian response and management of displacement.

**Experience and skills**
- Experience in conducting field assessments
- Demonstrated proficiency in establishing and strengthening relations with communities, NGOs and government officials
- Experience in emergency and recovery responses would be an advantage
- Experience in conducting trainings for various audiences with background on disaster risk management and resilience
- Experience in working with communities, civil society, and government officials, especially in the environment/management of displacement /climate change sphere
- Familiarity with humanitarian and development principles especially related to displacement and humanitarian response
- Responsiveness and punctuality
- Willingness and ability to frequently travel.

**Languages**
For this position, fluency in English and Tongan is required (oral and written).

1 Accredited Universities are the ones listed in the UNESCO World Higher Education Database (https://whed.net/home.php)

**Required Competencies:**

**Values** - all IOM staff members must abide by and demonstrate these three values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains 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.

**Core Competencies** – behavioural indicators
• **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.

IOM’s competency framework can be found at this link.
https://www.iom.int/sites/default/files/about-iom/iom_revised_competency_framework_external.pdf

Competencies will be assessed during a competency-based interview.

**Other**:

Appointment will be subject to certification that the candidate is medically fit for appointment, any residency or visa requirements and security clearances.

The appointment is subject to funding confirmation.

**How to apply**:

Interested candidates must submit 1) a duly completed IOM Personal History form 2) CV and 3) cover letter to HRCanberra@IOM.INT by 6 January 2020 at the latest, referring to this advertisement.

The IOM Personal History form can be downloaded from this link: http://australia.iom.int/join-our-team

Only shortlisted candidates will be contacted.

**Posting period**:

From 05.12.2019 to 6.1.2020