

**SVN: 07/10/016**

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES**

**Annex 2: Terms of Reference**

|  |
| --- |
| I. Position Information |
| Position titlePosition gradeDuty station | Administrative Clerk G3Kampala, Uganda |
| Appointment type | SST |
| Position rated on  |  |
| Reports directly to | Senior Project Assistant SSCoS |
| Vacancy-specific information |
| Estimated closing date |  |
| Estimated start date |  |
| Posting channel | Open to First and Second-Tier Candidates |
| Complete WBS (up to the 5th level) |  |
|  |  |
|  |  |
| II. Organizational Context and Scope |
| IOM in Uganda, is implementing the project *“*Strengthening Social cohesion and community stabilization in slum populations*”*. The project aims to address the root causes of inter communal conflict in slum populations by addressing sources of grievances and by strengthening community cohesion around shared development assets. The project will provide employment opportunities and basic local services, as well as preventing conflict in marginalized communities in urban slums of Uganda. Under the direct supervision of the Senior Project Assistant and overall supervision of the project manager, the incumbent will assist the implementing partner and will undertake the following functions; |
| III. Responsibilities and Accountabilities |
| 1. Provide clerical assistance in the day-to-day finance and administrative support to the implementing partner including administrative, financial and logistical support, to support timely implementation of project activities;
2. Maintain and update filing systems for project documents;
3. Draft routine correspondences
4. Provide logistical assistance to the project manager and the project team in the organization of meetings, trainings and workshops. Liaise with relevant stakeholders to coordinate the attendance of relevant officials at meetings, trainings and workshops;
5. Prepare, submit, and follows up on payment/purchase requests, funds transfers relevant to the project;
6. Perform other duties as assigned
 |
| Mission-specific tasks  |
| IV. Required Qualifications and Experience |
| Education |
| * Minimum of High School Degree/ Certificate with 3 years’ experience or Diploma/ Certificate with 1 years’ experience in Business Administration.
 |
| Experience |
| * Three years (one year for applicants with Bachelor’s Degree) of relevant experience in a similar capacity.
* Relevant experience working with and providing support to community based organizations;
* Understanding of grants management;
* Experience working with youth;
* Excellent organizational, communication and report writing skills;
* Proficiency with Microsoft Office applications (Word, excel, power point);
* Demonstrates ability to take initiative, work in a team and work with minimal supervision.
 |
| V. Languages |
| Required (specify the required knowledge) | Advantageous |
| English (fluent) | Working knowledge of other UN languages. |
| VI. Competencies[[1]](#footnote-1) |
| The incumbent is expected to demonstrate the following competencies:* Behavioral
1. Accountability-Follows all relevant procedures, processes, and policies; Meets deadline, cost, and quality requirements for outputs; Monitors own work to correct errors
2. Client Orientation – works effectively well with client and stakeholders; Effectively interfaces with government officials of appropriate level on matters related to substantive migration issues and the work of IOM
3. Continuous Learning – promotes continuous learning for self and others; Demonstrates interest in improving relevant skills; Demonstrates interest in acquiring skills relevant to other functional areas
4. Communication – listens and communicates clearly, adapting delivery to the audience; Writes clearly and effectively, adjusting wording to the intended audience
5. Creativity and Initiative – actively seeks new ways of improving programmes or services; Actively seeks new ways of improving programmes or services ; Proactively develops new ways to resolve problems
6. Leadership and Negotiation – develops effective partnerships with internal and external stakeholders; Convinces others to share resources

 1. Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; Identifies risks and makes contingency plans; Adjusts priorities and plans to achieve goals; Allocates appropriate times and resources for own work and that of team members
2. Professionalism - displays mastery of subject matter; Effectively applies knowledge of migration issues within organizational context; Persistent, calm, and polite in the face of challenges and stress
3. Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation; Contributes to, and follows team objectives; Seeks input and feedback from others
4. Technological Awareness - displays awareness of relevant technological solutions; Proactively identifies and advocates for cost-efficient technology solutions
* Technical
1. Effectively applies knowledge of migration issues within organizational context
 |
| **Notes[[2]](#footnote-2)** |
| Internals of the Organization and NMS candidates, as well as external female candidates, will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.The appointment is subject to funding confirmation. |

Interested candidates should send resumes, evidence of previous works and three references electronically to hruganda@iom.int by **COB 10.11.2016**

**Please include the POSITION TITLE and Reference number in the subject line of the email and ensure to send your attachments as one document in PDF and the title of your attachment should be your full names**

 **If you receive a notification of non-delivery of your email, please forward your application to iomkampala@iom.int**

**Only Shortlisted candidates will be contacted.**

1. Competencies should be drawn from the Competency Framework of the Organization. [↑](#footnote-ref-1)
2. Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: “The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process”. [↑](#footnote-ref-2)