



## **Vacancy Announcement - SVN/BW2023/02 – ADVERTISEMENT**

Vacancy/Reference Number : **VN/BW2023/02**  
Position Title : **Project Support Assistant**  
Duty Station : **IOM Gaborone, Botswana**  
Position Grade : **G5 (UN Salary scale for General Services in the Republic of Botswana)**  
Type of Appointment : **OYFT, 12 months with possibility of extension**  
Closing Date : **25 January 2023**

Established in 1951, International Organization for Migration (IOM) is the leading UN agency in the field of migration, works closely with governmental, intergovernmental and nongovernmental 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 and Scope:***

Under the direct supervision of the National Projects Coordinator (Head of office) and in close coordination with the RPDO and colleagues in Regional Resource Management unit in Pretoria, the incumbent will support project implementation activities in Botswana and take care of the administrative and logistical matters relating to the projects.

### ***Core Functions / Responsibilities:***

- In coordination with the National Projects Coordinator, assist on all aspects of project implementation and reporting processes and procedures.
- Facilitate workshops, meetings, conferences in line with limited human and financial resources.
- Support the liaison functions with government, SADC, relevant partners and stakeholders.
- Assist in the development and maintenance of contacts and networks with various stakeholders.
- Support the timely implementation of ongoing projects by liaising with Procurement, Finance, HR, and Logistics units to coordinate that requests are met within the required timelines.

- Prepare and follow up on payment vouchers and purchase requests and make sure payments and procured items are delivered on time to avoid any delay in the implementation of projects.
- Assist in all logistical needs of the projects including communication, transportation, etc.
- Liaise with Regional HR unit regarding recruitment of staffs, consultants and daily workers.
- Verify all visibility material required by the donors and IOM are procured and liaise with concerned bodies to make sure these materials are being used properly.
- Undertake duty travels related to project implementation when needed.
- Support with driving duties if requested by supervisor.
- Perform other duties that may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- University degree in Business Management/Administration, Social Science, Development Studies or related field of study with Minimum of three years relevant professional work experience.
- Completed Diploma/High School certificate in the aforementioned field of study with five years of relevant experience

#### **Experience**

- Experience in Accounting / Financial management and Reporting
- Experience on Human Resources Management and staff administration
- Experience in Procurement, Logistics & Asset Management
- Sound knowledge of financial and administrative management and effective resource management skills
- High level of computer literacy (MS Office Word, Excel and Outlook) in particular experience in computerized accounting systems including SAP application
- Experience in computerized accounting systems (including SAP) is highly advantageous

## **Skills**

- Candidate should be highly motivated, with dynamic personality and the ability to work under pressure to meet deadlines.
- Demonstrated ability to maintain accuracy & confidentiality in performing responsibilities.

## **Languages**

Fluency in English is required. Knowledge of local languages is advantageous.

## ***Required Competencies***

The incumbent is expected to demonstrate the following values and 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 *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.

**Managerial Competencies** – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

## **Additional Notes:**

IOM is committed to a diverse and inclusive environment. External and internal candidates are eligible to apply for this vacancy. For the purpose of the vacancy, internal candidates are considered as first-

tier candidates and will be given priority over external applicants if they meet the minimum requirements.

Appointment will be subject to certification that the candidate is medically fit for appointment and obtains nationality ID or valid residency/work permit.

**Method of application:**

If you are qualified for this position, please send your letter of motivation, up-to-date Resume/CV, copy of ID and Complete IOM Personal History Form (which can be downloaded from this website: <https://southafrica.iom.int/vacancy> ) to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int)

When you send your application, please specify the Vacancy reference number i.e. **VN/BW2023/02** on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by **25 January 2023**. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS