



International Organization for Migration (IOM)  
The UN Migration Agency

Position Title : **Emergency Operations Officer**  
Duty Station : **Kibondo, Tanzania, United Republic of**  
Classification : **Professional Staff, Grade P2**  
Type of Appointment : **Special short-term graded, Six months with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **07 November 2019**

*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.*

IOM is committed to a diverse and inclusive work environment. Read more about diversity and inclusion at IOM at [www.iom.int/diversity](http://www.iom.int/diversity).

Applications are welcome from first- and second-tier candidates, particularly qualified female candidates as well as applications from the non-represented member countries of IOM. For all IOM vacancies, applications from qualified and eligible first-tier candidates are considered before those of qualified and eligible second-tier candidates in the selection process.

For the purpose of this vacancy, the following are considered first-tier candidates:

1. Internal candidates
2. Candidates from the following non-represented member states:  
*Antigua and Barbuda; Cabo Verde; Comoros; Cook Islands; Cuba; Djibouti; El Salvador; Fiji; Gabon; Grenada; Guinea-Bissau; Guyana; Holy See; Iceland; Kingdom of Eswatini; Kiribati; Lao People's Democratic Republic (the); Latvia; Libya; Marshall Islands; Micronesia (Federated States of); Montenegro; Namibia; Nauru; Palau; Papua New Guinea; Saint Kitts and Nevis; Saint Lucia; Saint Vincent and the Grenadines; Samoa; Sao Tome and Principe; Seychelles; Solomon Islands; Suriname; The Bahamas; Timor-Leste; Tonga; Tuvalu; Vanuatu*

Second tier candidates include:

All external candidates, except candidates from non-represented member states.

### **Context:**

Since the inception of IOM in 1951, Movement Operations have been and continue to be a fundamental pillar of the Organization's work. The organized movement of persons in need of international migration assistance is a primary mandate of the Organization and a cornerstone of IOM's operations. This mandate has resulted in the international transport of more than 15 million migrants and refugees worldwide. Movement Operations departments in various IOM missions, coordinated under the division of Resettlement and Movement Management (RMM) in the Department of Operations and Emergencies (DOE) at IOM's Geneva Headquarters, are responsible for all aspects of travel for migrants and refugees under IOM's auspices, in accordance with the various framework agreements with resettlement and receiving Governments and partners across the spectrum of the Organization's programmes.

According to the 2019-2020 Tanzania Country Refugee Response Plan, the United Republic of Tanzania is hosting approximately 250,590 Burundian asylum seekers and refugees who have arrived in the country in several waves since April 2015. The majority of refugees and asylum-seekers are hosted by the Government of Tanzania in three refugee camps in the Kigoma region of Tanzania, namely: Nyarugusu, Nduta, and Mtendeli.

In July 2017, the Government of Burundi issued a call encouraging Burundians in the camps to voluntary return, promising to help rebuild the economy in Burundi. On 28 March 2018, the 20th Meeting of the Tripartite Commission for the Voluntary Repatriation of Burundian Refugees in the United Republic of Tanzania was held in Bujumbura, Burundi. In a joint communique, Tripartite Commission members the United Republic of Tanzania, the Republic of Burundi, and the United Nations High Commissioner for Refugees (UNHCR) agreed to implement a work plan for the voluntary repatriation of Burundian refugees.

Within this context, IOM, in coordination with UNHCR, the governments of the United Republic of Tanzania and Burundi, as well as local Non-Governmental Organisation (NGOs), has been responsible for the safe and orderly voluntary repatriation of Burundian refugees. Voluntary repatriation of refugees is a traditional area of intervention for IOM, in partnership with UNHCR. Such returns are achieved in accordance with protection concerns and procedures, and the principle of voluntariness.

Under the overall supervision of the Regional Director and the direct supervision of the Chief of Mission in Dar es Salaam, with administrative coordination with the Head of Sub-office in Kasulu and the programmatic coordination with the Programme Coordinator in Dar es Salaam, the selected candidate will be responsible for the implementation of all transport operations for the voluntary repatriation of Burundian refugees from refugee camps in Kigoma region to their country of origin.

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

1. Develop cooperative and effective working relationships with institutional partners, particularly UNHCR to manage the safe and dignified transportation of Burundian refugees a) from border entry points to camps, b) inter-camp movements, and, crucially, c) voluntary repatriations from refugee camps in the United Republic of Tanzania to transit centres across the border in Burundi.
2. Coordinate the provision of transport support to IOM beneficiaries by planning, supervising and ensuring the following activities: route planning, road assessments, pre-departure medical screening, manifesting, luggage preparation, transportation and security liaison; ensuring adequate supply of drinking water prior to and during the movements.
3. Ensure the application of institutional movement tracking procedures: a) passenger manifests for every vehicle; b) medical reports for every caseload; and c) collection/collation of invoices from transport service providers.
4. Oversee the assignments/schedules of transport support teams (operations and medicals), to ensure sufficient support per transport activity, to include oversight on every transport dispatch; oversee the operational team leaders; stay abreast of the daily bus and cargo movements in the region.
5. Work closely with IOM support units, particularly Logistics and Procurement, and Resource Management, to ensure vehicle requests are shared on a timely basis with the Service Providers so that the need vehicles are deployed accordingly. Work with Logistics and Procurement unit to ensure vehicle breakdowns are addressed and avoided as much as possible. Liaise with Logistics and Procurement unit to ensure invoices are duly submitted on

time by the Service Provider.

6. Manage and monitor statistical data collection and dissemination, for both internal and external information sharing; oversee the recording and dissemination of reports on IOM work in the field, including number of convoys and number persons assisted disaggregated by gender and age; using IOM institutional tools for the recording of all movements, specifically the use of Migrant Management Operational System Application (MiMOSA) to import refugee information and the creation of IOM manifests.

7. Coordinate with United Nations Department of Safety and Security (UNDSS) and the IOM Field Security Officer, to facilitate safety and security for IOM transport convoys of IOM beneficiaries and staff.

8. Coordinate and manage the procurement of necessary equipment/medical items, and monitor financial expenditures, and report on anticipated critical funding needs.

9. Participate in all relevant inter-agency meetings at the field level and collect and consolidate information from all relevant sector meetings, for sharing with IOM Dar Es Salaam and management.

10. Convene transportation sector meetings in the field, including designing the agenda and the circulation of minutes of meetings to IOM Dar Es Salaam management and other agencies, as needed.

11. Provide clear analysis and information on IOM continuing response, as required, given the chronic and evolving protracted displacement ground reality.

12. Act as the liaison focal point with stakeholders and government officials, relevant to the Burundi Refugee Response, to ensure timely and efficient IOM support.

13. Identify gaps in IOMs operational/medical response for internal programming discussions, and for follow-up with Head of Sub-Office Kasulu and the Chief of Mission.

14. Submit monthly reports to the Chief of Mission and Programme Coordinator in Dar Es Salaam, composed of the following sections, at the minimum: a) statistics/snapshot and analysis; b) achievements; c) gaps/issues; and d) recommendations.

15. Perform such other duties as may be assigned.

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

### **Education**

- Master's degree in Refugee and Migration studies, International Relations, Social Sciences, Law, Development Studies, International Affairs or a related field from an accredited academic institution with two years of relevant professional experience; or
- University degree in the above fields with four years of relevant professional experience.

### **Experience**

- Minimum of two to three years of experience in emergency assistance and/or coordinating emergency movement operations and/or managing programmes in an emergency setting;
- Knowledge of IOM emergency operations standards and guidelines an advantage;
- Experience in coordination actions with emergency response actors and making use of coordination structures;

- Familiarity with MiMOSA is considered an advantage.

## Skills

- Ability to establish and maintain strong working relations with relevant governmental and non-governmental counterparts, international organizations, civil society or private sector entities;
- Ability to deliver on set objectives in high-pressure, hardship situations;
- Familiarity in communications, drafting, writing and revising reports and documents with clarity, conciseness and precision.

## Languages

IOM's official languages are English, French and Spanish.

For this position, fluency in English is required (oral and written). Working knowledge of French, Spanish, Kiswahili and/or Kirundi is an advantage.

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 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.

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](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:***

Internationally recruited professional staff are required to be mobile.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The list of NMS countries above includes all IOM Member States which are non-represented in the Professional Category of staff members. For this staff category, candidates who are nationals of the duty station's country cannot be considered eligible.

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

### ***How to apply:***

Interested candidates are invited to submit their applications via PRISM, IOM e-Recruitment system, by 07 November 2019 at the latest, referring to this advertisement.

IOM only accepts duly completed applications submitted through the IOM e-Recruitment system. The online tool also allows candidates to track the status of their application.

Only shortlisted candidates will be contacted.

For further information please refer to: [www.iom.int/recruitment](http://www.iom.int/recruitment)

### ***Posting period:***

From 25.10.2019 to 07.11.2019

### ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.

Requisition: SVN 2019/298 (P) Emergency Operations Officer (P2) - Kibondo, Tanzania (56209498)

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Posting: Posting NC56209499 (56209499) Released