



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

# VACANCY NOTICE

## VN2010/08(RSA)

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<b>Position title:</b>	Migration Health Project Assistant (Ripfumelo Farm Workers Project)
<b>Post of duty:</b>	International Organization for Migration (IOM), Regional Office for Southern Africa (based in Pretoria, South Africa)
<b>Classification:</b>	One year fixed term contract (renewable)
<b>Start date:</b>	ASAP
<b>Grade:</b>	G5

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### **GENERAL FUNCTIONS:**

The Project Assistant will be reporting to the RSA Migration Health Coordinator and will provide administrative and technical support to all Migration Health activities in South Africa.

### **In particular his/her responsibilities will be:**

1. Provide administrative support to the coordination and implementation of Ripfumelo project activities facilitated by IOM (i.e. working closely with key Ripfumelo project staff to provide any administrative support related to project implementation);
2. Ensure compliance to project implementation, monitoring and reporting requirements to implementing partners in Hoedspruit (e.g. Hoedspruit Training Trust) and Malelane (e.g. Agri IQ) respectively, specifically looking at implementation of monitoring systems, and ensure that partners submit reports timely;
3. Liaise with implementing partners (IP's) and relevant stakeholders and beneficiaries on project related issues (e.g. organising of site visits by donors and other key stakeholders such as government);
4. Perform supportive administrative duties including filing of documents, preparing travel Authorisation (TA's), ensuring that service contracts are up to date, meeting minutes and reports are compiled and other administrative duties as required;
5. Support IPs capacity building programme with a specific focus on gender and social change communication;
6. Support other South Africa specific Migration Health activities including attending and organising meetings, organizing and managing workshop/training. meeting logistics etc.;
7. Participate in the Gauteng Migrant Health forum on a regular basis, and report back on the activities of the Forum; and
8. Perform any other duties as required

**DESIRABLE QUALIFICATIONS:**

- ❖ University degree or relevant experience in Development, Social Sciences Psychology, and/or Social Work;
- ❖ Understanding of the social dynamics of HIV and AIDS and some experience in implementing health/ HIV-related programs;
- ❖ Minimum 3 years work experience working with community-based organizations;
- ❖ Basic understanding of the application of participatory development approaches;
- ❖ Excellent organizational and administration skills;
- ❖ Excellent command of the English language;
- ❖ Excellent writing and communication skills, including presentation skills;
- ❖ Strong facilitation skills;
- ❖ Good interpersonal skills;
- ❖ Demonstrated ability to meet deadlines and work under pressure;
- ❖ Ability to work independently and as a team member;
- ❖ Ability to nurture partnerships;
- ❖ Basic monitoring, evaluation and reporting skills;
- ❖ Familiarity with migration and/or health issues is an asset; and
- ❖ Computer competencies in basic Microsoft Office software;
- ❖ Previous experience working in the UN system will be an added advantage.

**METHOD OF APPLICATION:**

If you believe to be qualified for this position please send your detailed CV to [pretoriacvs@iom.int](mailto:pretoriacvs@iom.int) or fax to 012-342 0932 (HR Department). Please quote **reference VN2010/08(RSA)\_MH Project Assistant**.

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

**CLOSING DATE FOR APPLICATIONS 8 September2010**