



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

VACANCY NOTICE

VN2010/09(RSA)

Position title:	Migration Health Project Assistant (Musina)
Post of duty:	International Organization for Migration (IOM), Regional Office for Southern Africa (based in Musina, South Africa)
Classification:	One year fixed term contract (renewable)
Start date:	ASAP
Grade:	G6

GENERAL FUNCTIONS:

The Project Assistant will be under the overall guidance of the RSA Migration Health Coordinator and the direct supervision of the Head of Sub Office at IOM Musina. The incumbent will be responsible for the effective coordination and implementation of the Migration Health projects and activities in Musina.

In particular his/her responsibilities will be:

1. Serve as the overall focal point for migration health in Vhembe District;
2. Provide administrative and logistical support related to migration health projects and activities in Musina/Vhembe district including project monitoring and technical support visits schedule and preparations, workshops and training logistics, meetings etc.;
3. Liaise with farmers, farmer's associations, farm workers and the implementing partner to implement the Ripfumelo project;
4. Ensure compliance to project implementation, monitoring and reporting requirements to implementing partners in Vhembe (e.g. Center for Positive Care) and Malelane (e.g. CHoiCe) respectively, specifically looking at implementation of monitoring systems, and ensure that partners submit reports timeously;
5. In partnership with other relevant stakeholders, support health promotion related activities focusing on migrants in Musina and surrounding areas;
6. Provide technical support to the implementing partners to conduct relevant activities on the farms under the Ripfumelo project;
7. Attending relevant meetings at local and district within Vhembe and Mopani district respectively;
8. Ensure information gathering, coordination with stakeholders and report on all matters relating to Migration Health in Vhembe and Mopani district and surrounding areas;
9. Identify opportunities for additional migration health programming in coordination with relevant personnel within the Migration Health unit in Pretoria; and
10. Any other duty within the incumbents' capabilities as assigned by his/her supervisor.

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 or fax to 012-342 0932 (HR Department). Please quote **reference VN2010/09(RSA)_Musina MH Project Assistant**.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

CLOSING DATE FOR APPLICATIONS: 8 September 2010