



POST DESCRIPTION

| I. POSITION INFORMATION | |
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| Position title | Senior Project Assistant (MHPSS) |
| Position grade | G-6 |
| Duty station | Freetown |
| Position number | NA |
| Job family | Programme |
| Organizational unit | NA |
| Is this a Regional, HQ, MAC, PAC, Liaison Office or Country Office based position? | Country Office |
| Position rated on | 7 May 2023 |
| Reports directly to | Project Manager |
| Number of Direct Reports | 0 |
| II. ORGANIZATIONAL CONTEXT AND SCOPE | |
| <p>Established in 1951, the International Organization for Migration (IOM) is the leading intergovernmental organization in the field of migration and is committed to the principle that humane and orderly migration benefits migrants and society. IOM is part of the United Nations system, as a related organization. IOM supports migrants across the world, developing effective responses to the shifting dynamics of migration and, as such, is a key source of advice on migration policy and practice. The organization works in emergency situations, developing the resilience of all people on the move, and particularly those in situations of vulnerability, as well as building capacity within governments to manage all forms and impacts of mobility.</p> <p>IOM has been operating in Sierra Leone since 2001. During its inaugural years, IOM Sierra Leone has supported the government through the implementation of life-impacting projects including the demobilization and rehabilitation of ex-combatants as well as the registration and resettlement of refugees to third countries. IOM's activities have since expanded reflecting emerging and changing needs related to mobility in the areas such as development of human capital and strengthening of institutional capacity; health and border management; emergency response including the Ebola outbreak and flood/mudslide disasters; diaspora engagement; counter trafficking; disaster risk reduction (DRR); Assisted Voluntary Return and Reintegration (AVRR).</p> <p>With support from the European Union/Under European Union Funding, IOM Sierra Leone aims to assist vulnerable returned migrants with sustainable reintegration with emphasis on protection and MHPSS support through strengthened partnerships with the Government of Sierra Leone, civil society organisations and private sector.</p> | |
| III. RESPONSIBILITIES AND ACCOUNTABILITIES | |
| <p>Under the general guidance from the Head of Office, and direct supervision of the Project Manager, the successful candidate will be responsible for supporting the MPRR project in Sierra Leone by performing the following functions and responsibilities:</p> | |

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| <ol style="list-style-type: none"> 1. Assist planning, implementation and monitoring of mental health and psychosocial support (MHPSS) project activities in Sierra Leone. 2. Act as MHPSS focal point and coordinate with MHPSS related counterparts including Ministry of Social Welfare, Civil Society Organisations (CSOs) and other UN agencies. 3. Participate in MHPSS related meetings, trainings and other relevant events. 4. Collaborate with Implementing Partners (IPs) for MHPSS activities. 5. Respond to information requests and inquiries related to MHPSS; set up and maintain files/records; organize meetings, workshops and training sessions relevant to MHPSS activities. 6. Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to MHPSS activities under the MPRR project. 7. Provide MHPSS related guidance and training sessions as needed to the project team. 8. Support the project management and M&E officer in monitoring and evaluation of the project by providing inputs, feedbacks and other relevant information. 9. Support case management of returned migrants including those requiring MHPSS, in collaboration with the project team and technical personnel. 10. Perform other related duties as assigned. | |
| IV. REQUIRED QUALIFICATIONS AND EXPERIENCE | |
| EDUCATION | |
| <ul style="list-style-type: none"> • Bachelor’s degree in Psychology, Social Work, Counseling, Nursing or related field from an accredited academic institution with at least four years of relevant professional experience. | |
| EXPERIENCE | |
| <ul style="list-style-type: none"> • Experience working in mental health, psychosocial support or other relevant fields. • Experience in working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups; and, • Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage. | |
| SKILLS | |
| <ul style="list-style-type: none"> • In depth knowledge of MHPSS programming in Sierra Leone. • Knowledge of case management requiring mental health and psychosocial support. • ICT skills and good knowledge in use of Microsoft Office software (outlook, Word, Excel, PowerPoint, etc.) • Good communication skills | |
| V. LANGUAGES | |
| Required | Desirable |

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| (specify the required knowledge) | |
| Fluency in English and Krio is required (oral and written) | |
| VI. COMPETENCIES¹ | |
| The incumbent is expected to demonstrate the following values and competencies: | |
| <p>Values - all IOM staff members must abide by and demonstrate these three values:</p> <ul style="list-style-type: none"> • <u>Inclusion and respect for diversity</u>: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible. • <u>Integrity and transparency</u>: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct. • <u>Professionalism</u>: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges. <p>Core Competencies – behavioural indicators <i>level 2</i></p> <ul style="list-style-type: none"> • <u>Teamwork</u>: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results. • <u>Delivering results</u>: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes. • <u>Managing and sharing knowledge</u>: continuously seeks to learn, share knowledge and innovate. • <u>Accountability</u>: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work. • <u>Communication</u>: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way. | |
| VII: HOW TO APPLY | |
| <p>Interested candidates are invited to submit their applications to iom-recruitment-sl@iom.int with the subject line, “Application: MPRR MHPSS”, with the following attachment in PDF; (i) cover letter, (ii) curriculum vitae, (iii) education and work experiences, (iv) three reference contacts, and (v) copy of passport sized picture.</p> <p>Deadline of the submission is 22 May 2023</p> <p>IOM only accepts duly completed applications submitted to the email address. Only shortlisted candidates will be contacted by IOM.</p> <p>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.</p> <p>Posting Period:</p> | |

¹ Competencies and respective levels should be drawn from the Competency Framework of the Organization.

From 8 May 2023 to 22 May 2023

VIII. OTHER

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

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

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