



IOM International Organization for Migration
OIM Organisation internationale pour les migrations
OIM Organización Internacional para las Migraciones

TERMS OF REFERENCE
INTERNAL AND EXTERNAL CANDIDATE

I. POSITION INFORMATION	
Position title	Grant and Coordination Assistant –Responsible Mining
Position grade	National Officer A
Duty station	Kinshasa, Democratic Republic of Congo
Seniority band:	3
Job family:	Support
Organizational unit:	Community Stabilization
Position number	SVN 2015-06-RDC
Position rated	No
Duration:	6 months (Extension subject to funding)
Reporting directly to	Chief of Mission in Kinshasa
Overall supervision by	Chief of Mission in Kinshasa
Managerial responsibility	No
Directly reporting staff	No

II. ORGANIZATIONAL CONTEXT AND SCOPE

Under the direct supervision of the Chief of Mission in Kinshasa the incumbent will be responsible for providing technical assistance in strengthening the Government of the Democratic Republic of Congo's (GDRC's) capacity to regulate informal mining activities in strategic places, in and around the pilot mining areas of the "Centres de Négoce" (CdNs, Trading counters). This intervention is part of the Programme: "Responsible Minerals Trade - Infrastructure and Regulatory Reform. She or he will also coordinate with the Chief of Mission to engage in the Kinshasa based coordination meetings and integrate the themes of labour regulation, human rights protections, counter trafficking and environment into the responsible minerals trade approach in the DRC.

III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Assist in improving the capacity of the DRC's National Mine Ministry in implementing national level traceability guidelines, controlling and monitoring trade throughout the supply chain through engaging state actors and partners to streamline issues of labour regulation, human rights, environmental protection and counter trafficking into the mining code.

2. Participate in the development of technical papers that will bring IOM's expertise and enhanced recognition for the transparent recruitment processes, counter trafficking human rights and environment protection into the DRC's mining code and in the various donors' strategies for the DRC's mining sector.
3. Participate in the development of concept notes and funding proposals on national and international recruitment facilitation to artisanal miners, temporary or permanent foreign workers, also on the themes of counter trafficking, child labour and other forms of exploitations.
4. Represent the Organization in meetings, workshops and seminars mainly in Kinshasa, and document their outcomes for the immediate and future IOM programming purposes.
5. Assist in preparing and submitting RMT reports from the implementing partners to the Programme Manager, the donor and to the IOM regional representation mission in Pretoria. This includes review of report content in French and English, drafting of cover letters and update of relevant IOM databases.
6. Maintain a thorough knowledge of donor priorities and on developments in mine certification, validation and conflict-free mineral supply chain traceability.
7. Maintain strong and regular liaison with the programme partners, such as governmental authorities, Mines Ministry, MONUSCO/JMAC and any other concerned agencies and working groups, involved in implementing the *Centres de Négoce* and *PdVs* operations. Also, work with authorities in resolving long-standing blockages (such as the legal cohabitation between informal miners and Mining Title-Holders) as well as emerging challenges
8. Prepare regular progress, special and other required reports, and ensure that all reporting requirements are timely met.
9. Undertake duty travel related to project/programme assessment, liaison with counterparts, problem solving and new project/programme development.
10. Perform such other duties as may be assigned.

IV. COMPETENCIES

The incumbent is expected to demonstrate the following technical and behavioural competencies

Behavioural

Accountability

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA)
- Accepts and gives constructive criticism
- Follows all relevant procedures, processes, and policies

Client Orientation

- Identifies the immediate and peripheral clients of own work

- Establishes and maintains effective working relationships with clients
- Identifies and monitors changes in the needs of clients, including donors, governments, and project beneficiaries

Continuous Learning

- Contributes to colleagues' learning
- Demonstrates interest in improving relevant skills
- Demonstrates interest in acquiring skills relevant to other functional areas
- Keeps abreast of developments in own professional area

Communication

- Actively shares relevant information
- Clearly communicates, and listens to feedback on, changing priorities and procedures
- Writes clearly and effectively, adapting wording and style to the intended audience
- Listens effectively and communicates clearly, adapting delivery to the audience

Creativity and Initiative

- Actively seeks new ways of improving programs' services
- Expands responsibilities while maintaining existing ones
- Persuades others to consider new ideas
- Proactively develops new ways to resolve problems

Leadership and Negotiation

- Convinces others to share resources
- Actively identifies opportunities for and promotes organizational change
- Presents goals as shared interests
- Articulates vision to motivate national colleagues and follows through with commitments

Performance Management

- Provides constructive feedback to colleagues
- Identifies ways for project's staff to develop their abilities and careers

Planning and Organizing

- Sets clear and achievable goals consistent with project's priorities for self and others
- Identifies priority activities and assignments for self and others
- Develops strategic vision for IOM within area of responsibility
- Organizes and documents work to allow for planned and unplanned handovers
- Identifies risks and makes contingency plans
- Adjusts priorities and plans to achieve goals
- Allocates appropriate times and resources for own work and that of team members

Professionalism

- Masters subject matter related to responsibilities
- Identifies issues, opportunities, and risks central to responsibilities
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation
- Persistent, calm, and polite in the face of challenges and stress
- Treats all colleagues with respect and dignity

- Works effectively with people from different cultures by adapting to relevant cultural contexts
- Knowledgeable about and promotes IOM core mandate and migration solutions

Teamwork

- Actively contributes to an effective, collegial, and agreeable team environment
- Contributes to, and follows team objectives
- Gives credit where credit is due
- Seeks input and feedback from others
- Delegates tasks and responsibilities as appropriate
- Actively supports and implements final group decisions
- Takes joint responsibility for team's work

Technological Awareness

- Learns about developments in available technology
- Proactively identifies and advocates for cost-efficient technology solutions
- Understands applicability and limitation of technology and seeks to apply it to appropriate work

Resource Mobilization

- Establishes realistic resource requirements to meet IOM needs
- Builds stable strategic alliances with relevant parties
- Identifies sources of and secures funding from external stakeholders to meet the needs of IOM

Technical

- Capacity to work under minimum supervision and maintain confidentiality
- Effectively interfaces with government officials of appropriate level on matters related to mine certification, validation and conflict-free mineral supply chain traceability and the work of IOM
- Ability to work effectively in high-pressure, rapidly changing environments

V. EDUCATION AND EXPERIENCE

- Completed Diploma from an accredited academic institution, preferably in Political or Social Science, Business Administration, International Relations and/or Law
- Five years of operational and field experience in trainings, capacity needs assessments, programme formulation and implementation;
- Experience in liaising with governmental authorities, other national and international institutions.

VI. LANGUAGES	
Required	
French	Fluent
Advantageous	
Working knowledge of English and other language(s) in the region	

L'OIM applique une politique en faveur de l'égalité des genres, et encourage les candidatures féminines.

Les candidatures (PHF de l'OIM ou P11 et une lettre de motivation dactylographiée, copies des diplômes et attestations de fin de service) peuvent être envoyées à l'adresse électronique suivante : iomdrcrecruitment@iom.int avant le **18 juin 2015**, en indiquant la référence : **SVN 2015-06-RDC**.

Le formulaire Personnel History form (PHF) est disponible sur le site www.drcongo.iom.int

Aucune candidature ne sera reçue par courrier physique.