



International Organization for Migration (IOM)
The UN Migration Agency

Annex 2: Terms of Reference

I. POSITION INFORMATION	
Position title	Camp Coordination & Camp Management (CCCM) Officer
Position grade	NOA (short-term)
Duty station	Blantyre, Malawi
Organizational unit	Humanitarian, Development and Peace Unit
Appointment type	6 Months with a possibility of extension
Reports directly to	Project Manager
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	28 March 2023
Estimated start date	3 April 2023
Posting channel	Open to First and Second-Tier Candidates
Complete WBS (up to the 5th level)	XXX
II. ORGANIZATIONAL CONTEXT AND SCOPE	
<p>Since 2014, the International Organization for Migration (IOM) in close partnership with the governments, United Nations (UN), and non-governmental organizations (NGOs), has been addressing a range of migration-related issues, including emergency humanitarian situations in Malawi. IOM Malawi is co-leading the Shelter and Camp Coordination & Camp Management (CCCM) cluster in Malawi, and hence responsible for technically supporting government authorities with all CCCM activities.</p> <p>IOM is at the implementing frontline of all CCCM activities as well as taking the co-lead in coordinating the shelter and CCCM cluster to improve the coordination, delivery & monitoring of humanitarian services to vulnerable populations living in camp and camp-like settings.</p> <p>Under the overall supervision of the Chief of Mission and the direct supervision of the Project Officer, the successful candidate will be responsible for camp and non-camp site management operations as part of the CCCM programming in country, ensuring that activities implemented are in line with the CCCM global cluster policies & strategies.</p>	
III. RESPONSIBILITIES AND ACCOUNTABILITIES	
<p>In more detail, the CCCM Officer will:</p> <ol style="list-style-type: none"> 1. Support the coordination of all CCCM activities conducted under the Shelter/CCCM Cluster in partnership with government cluster-leads and other operational partners via providing technical support to all cluster activities, meetings, maintaining regular communications with CCCM outreach workers & participating in joint activities such as field assessments. 2. Monitor service provision & the overall site conditions to identify outstanding needs & liaise with relevant partners to address any shortcomings, in compliance with agreed standards. 3. Provide support in identifying, analysing & prioritising site needs & engage the displaced community in developing strategies to address any problems. 4. Carry out service mapping and monitoring of the sites together with DTM to identify gaps & advocate for solutions. 5. Conduct site safety audits & engage relevant partners on the results, to ensure the safety & wellbeing of the site populations. 6. Facilitate mobilization, training & equipping of displaced communities. 	

7. Monitor & document all site maintenance & risk reduction works & regularly visit sites to ensure minimum standards are met. 8. Account for & ensure maintenance of equipment, supplies & facilities needed for CCCM activities. 9. Assist in compilation of timely & comprehensive reports. 10. Perform such other duties as may be assigned.	
IV. REQUIRED QUALIFICATIONS AND EXPERIENCE	
EDUCATION	
<ul style="list-style-type: none"> University degree in social sciences, business administration or development studies. 	
EXPERIENCE	
<ul style="list-style-type: none"> Experience working with IDP / refugee community group / committees, particularly women's or minority groups & / or on protection programming. Experience conducting training and supervising and managerial exercises; Delivering results produces & delivers quality results in a service oriented & timely manner, is action oriented & committed to achieving agreed outcomes. Managing & sharing knowledge continuously seeks to learn, share knowledge & innovate. Experience liaising with government authorities and other stakeholders; Good knowledge of Malawi's regions and districts is an advantage. Must be available to travel within Southern Region of Malawi on a regular basis. Excellent command in written & spoken English is required, fluency in Chicheaw is desired. 	
V. LANGUAGES	
Required	Advantageous
English and Chichewa (Fluent)	
VI. COMPETENCIES¹	
<ul style="list-style-type: none"> Accountability – takes responsibility for action and manages constructive criticisms Client Orientation – works effectively well with client and stakeholders Continuous Learning – promotes continuous learning for self and others Communication – listens and communicates clearly, adapting delivery to the audience Creativity and Initiative – actively seeks new ways of improving programmes or services Leadership and Negotiation – develops effective partnerships with internal and external stakeholders; Performance Management – identify ways and implement actions to improve performance of self and others. Planning and Organizing - plans work, anticipates risks, and sets goals within area of responsibility; Professionalism - displays mastery of subject matter Teamwork – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation. Technological Awareness - displays awareness of relevant technological solutions; 	

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

- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

Notes²

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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only national candidates or candidates residing in the country of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, and work permit.

Submit your application to:

The Resources Management Officer
International Organization for Migration (IOM)
Sogecoa Golden Peacock Hotel Complex, Area 13, Plot No.97,
Lilongwe, Malawi.
Email: lilongwevacancy@iom.int.

Closing date for submission is on 28 March 2023

Only Shortlisted Candidates will be contacted.

² Indicate in this box if there is any differing provision of process because the position is in a specific program or to address emergency situations. For example, if donor approval is required: "The recruitment process for this vacancy will be subject to PRM review, as part of the USRAP process".