



IOM International Organization for Migration

## CALL FOR CVs Open to Internal and External Candidates

Position Title : **Project Assistant (Information Portal)**  
Duty Station : **Berlin or Nuremberg, Germany**  
Reference Code : **CFCV-DE1-2021-01**  
Classification : **Ungraded**  
Type of Appointment : **Special Short-Term Contract – 6 months/until end of year (40hrs/week), with possibility of extension**  
Estimated Start Date : **As soon as possible**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. 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.

### ***Context:***

Under the overall supervision of the Chief of Mission (CoM) and the Senior Project Support & Development Assistant, and under the direct supervision of the Senior Outreach Assistant, the incumbent will be supporting the implementation of the project activities and will be responsible for providing effective and efficient technical and administrative support to the information portal project.

### ***Core Functions / Responsibilities:***

- Supports in the implementation of the projects' planned activities, including the close coordination with the project partners to ensure compliance.
- Supports in monitoring and evaluating activities of projects.
- Assists in administrative tasks including updating relevant programme information and ensuring correct translations of project material.
- Assists in liaison with donors and other project partners, such as return counsellors, migrant organizations and other IOM missions.
- Assists in the preparation of donor reports, statistical reports and project proposals

- Assists in the development and creation of outreach measures and material in close coordination with other internal units.
- Supports the organization of project events, meetings, and seminars to promote and inform about projects.
- Supports the conceptualization of constant improvements to the programme information.
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

## ***Required Qualifications and Experience***

### **Education**

- University degree in Political or Social Sciences, Public Administration, International Relations, Information/Communication Sciences or a related field from an accredited academic institution, with two years of relevant professional experience, preferably in similar roles
- OR
- Completed High School degree from an accredited academic institution, with at least four years of relevant professional experience, preferably in similar roles

### **Experience and Skills**

- Knowledge and experience on migration with a focus on Assisted Voluntary Return and Reintegration (AVRR), German and EU institutions as well as German and EU migration policies in general is an advantage
- Experience in supporting project management activities including administrative support
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required
- Proficiency with survey tools, CMS systems as well as websites is an advantage
- Strong communication and organizational skills
- Strong drafting and reporting skills
- Ability to work independently with a minimum of supervision
- Cultural sensitivity

### **Languages**

Fluency in both English and German required. Knowledge of another official IOM language is an advantage.

## **Required Competencies**

The incumbent is expected to demonstrate the following values and competencies:

### **Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

### **Core Competencies – behavioural indicators level 1**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

IOM's competency framework can be found under the following [link](#).

### **Other**

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

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only applicants holding a valid residence and work permit in Germany will be eligible for consideration.

### **How to apply:**

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at [HRDGermany@iom.int](mailto:HRDGermany@iom.int).

Due to the large volume of applications, only shortlisted candidates will be contracted.

**Posting period:** From 30 April 2021 to 14 May 2021

**Contact:**

International Organization for Migration / Germany  
Human Resources Team  
Christopher Wilson  
Email: [HRDGermany@iom.int](mailto:HRDGermany@iom.int)