



## Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Senior Project Assistant (Project Manager REAG/GARP 2)**

Duty Station : **Nuremberg, Germany**

Reference Code : **SVN-DE1-2017-08-EXT**

Classification : **General Service Staff, Grade G VI**

Type of Appointment : **Special Short Term Contract until 31.12.2017 (40hrs/week)**

Estimated Start Date : **As soon as possible**

Closing Date : **19 May 2017**

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.

### ***Context:***

Under the overall guidance of the Chief of Mission (CoM), the direct supervision of the Head of Project Management/Liaison, the Project Manager REAG/GARP 2 in coordination with Project Manager REAG/GARP 1 is responsible and accountable for the management of the REAG/GARP project of IOM Germany.

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

- Coordinates and manages all project activities in close coordination with the donors and counterparts in Germany as well as IOM Missions involved in the project, and in compliance with IOM internal policies and procedures as well as the requirements of the donors;
- Coordinating activities of Project Manager REAG/GARP 2 are focused on the coordination of daily and special operational issues as well as staff management.
- Supervises and administers subordinated staff members; plans and approves absence of staff, monitors analyses and evaluates the staff/team performance, administers financial resources of the team, coordinates resource deployment.
- Plans and manages the operational activities necessary for the implementation of the project, organizes and supervises the daily activities of the caseworkers in the REAG/GARP Operational teams;

- Liaises and coordinates with donors, partners and other stakeholders on project activities in Germany.
- Monitors processes, schedules and expenditures related to the project work plan, and, where applicable, coordinates and prepares project reports in coordination with the Resource Management Department and Focal Points in involved IOM Missions;
- Develops and prepares concept notes and budget outlines for project extensions, reviews grant letters for new projects/ project extensions and ensures further internal implementation of necessary amendments within IOM.
- In coordination with the Resource Management Department, participates in the selection, contracting and monitoring of external experts for the external services provided at the airports in Germany;
- Organizes and participates at project events, meetings, and seminars in collaboration with IOM offices and external stakeholders; where required, represents the mission/Organization and participates in meetings/events/conferences related to AVR specific programme issues in area of activity.
- Coordinates research, compile, and information materials, presentations and other visibility materials for reports, plans, studies, briefings, training, meetings/conferences, etc.
- Plans, establishes and implements suitable instruments for monitoring the project implementation and success by collecting feedback from beneficiaries as well as from counterparts, donors and partners.
- Coordinates project-related media and press issues with IOM Germany's Media Focal Point;
- Coordinates the **Family Reunification Programme** in coordination with the respective IOM Missions in Countries of Origin and the individual donors in Germany, and supports the **Family Tracing Project** of the IOM Mission in Rome/Italy.
- Performs any other duties as assigned by the CoM.

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

### **Education**

- University degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with four years of relevant professional experience, preferably in similar roles;

or

- Completed High School degree from an accredited academic institution, with six years of relevant professional experience.

### **Experience**

- Strong organisational skills including experience in the management of projects is a requirement;
- Familiarity with German Asylum regulations and EU-grant guidelines an advantage.

- Knowledge of German and EU institutions and German and EU migration policies is an asset;
- Demonstrated experience and knowledge on migration with a focus on AVRR is an asset;
- Previous work experience with national, regional or international public bodies would be an advantage;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

## **Languages**

Excellent knowledge of spoken and written German and English. Knowledge of other official IOM language is an advantage.

## ***Required Competencies***

The incumbent is expected to demonstrate the following competencies:

- 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
- 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.

## ***Other***

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.

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

***How to apply:***

Interested candidates are invited to submit their application including a CV and a cover letter not exceeding more than one page, relevant certificates and references by email to [HRDGermany@iom.int](mailto:HRDGermany@iom.int). Due to the volume of applications received, IOM Germany Human Resources will not be able to respond to all inquiries about the application status and will only contact shortlisted candidates.

***Posting period:***

From 19 April 2017 to 19 May 2017