



## **Open to Internal and External Candidates SPECIAL VACANCY NOTICE**

Position Title : **Project Assistant (Training)**

Duty Station : **Nuremberg, Germany**

Reference Code : **SVN-DE1-2017-13**

Classification : **Grade G IV**

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

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

Closing Date : **16 August 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), under the direct supervision of the Head of Project Management/Liaison (Nuremberg) and in close coordination with the Project Managers of the REAG/GARP and StarthilfePlus projects of IOM Germany, the incumbent assists in the coordination of training sessions in the area of AVRR offered for local authorities, counselling centres and NGOs.

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

- Assists in the development of a training curriculum for training sessions for local authorities, migrant counselling centers and NGOs about basic counselling techniques, incl. awareness rising on psychosocial issues, introduction into the topic "Assisted Voluntary Return", incl. terminology, principles and standards, and provide information on the AVR programs in Germany mainly focusing on REAG/GARP, StarthilfePlus and ZIRF Counselling including practical demonstration and exercises.
- Provide support developing information and instruction material as well as teaching kits for the planned training sessions; coordinates publication and dissemination of material with the relevant project managers and the communication unit of IOM Germany.

- Prepares and assist in the coordination and implementation of an outreach strategy to reach local authorities, counselling centers and NGOs to inform about training possibilities.
- Assist preparing, organizing and implementing the training sessions in defined locations in Germany.
- Assists in the development of an evaluation methodology of the conducted training sessions; analyses the feedback, composes final report on the sessions and adjusts training courses according to the evaluation results and participants' needs.
- Supports the IOM Germany project developer in developing a new concept note and proposal for the continuation of the activities following the completion of the pilot project phase.
- Assists in the preparation of project reports on the project activities in coordination with project managers and according to donor requirements; assists in the preparation of regular and specific narratives and communicate reporting requirements as well as ad hoc material to be used by the communication and liaison teams.
- Performs any other duties that may be assigned by the immediate supervisor and/or 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 at least 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.

### **Experience**

- Strong organisational skills including experience in the management of projects is a requirement;
- Excellent communication and presentation as well as drafting and reporting skills;
- Willingness to travel.
- Knowledge and experience on migration with a focus on AVRR, German and EU institutions as well as German and EU migration policies in general.
- Previous work experience with national, regional or international public bodies would be an distinct advantage;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required;
- Experience in adult education would be an advantage.

## **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 02 August 2017 to 16 August 2017