



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

Position Title : **Project Clerk**
(AVRR Information and Event Management)
Duty Station : **Berlin, Germany**
Reference Code : **SVN-DE1-2018-02**
Classification : **General Service Staff, Grade G3**
Type of Appointment : **Special-Short-Term (until 30 June 2018)**
Estimated Start Date : **May 2018**
Closing Date : **17 April 2018**

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 National Project Manager and Liaison Officer and in close coordination with the Project Assistant (AVRR Information and Event Management) and Project Managers of the AVRR projects of IOM Germany, the incumbent assists and supports a series of events for local authorities, counselling centres and NGOs throughout Germany in which all programs in the area of AVRR offered by GIZ, BAMF and IOM financed by BMI and BMZ will be presented.

Core Functions / Responsibilities:

- Provide clerical support in the preparation, organization and implementation of joint events in defined locations in Germany and assists in promoting a consistent and transparent approach of the structures that provide assisted voluntary return and reintegration assistance.
- Supports distribution of event agendas, registration of attendees, speakers, production of names tags, and overall management of attendees.
- Assists with the collection and systematization of existing information and promotional material within IOM Germany and assists in the elaboration of key external information material for the events in coordination with the Project Assistant, the relevant Project Managers and the Communication Unit of IOM Germany.

- Assists in the implementation of the outreach action plan to reach local authorities, counselling centres and NGOs to inform about the series of events; implementation of the invitations and registrations for the events.
- Supports the handling of the logistical and administrative details, such as identifying event venues, arranging event materials and technical requirements, preparing and disseminating agendas and event details, corresponding with event partners, facilitators, speakers and attendees.
- In coordination with Project Assistant, TFP and Admin/Finance Department, assist in preparing the booking of domestic flights and train journeys to event venues, travel authorizations and hotel reservations.
- Assists in the evaluation of the training sessions, collects feedback and supports the preparation of the final report and the elaboration of a FAQ-catalogue in coordination with the Project Assistant and contact persons of BAMF and GIZ.
- Participate in key events as needed in order to assist with logistics.
- Performs any other duties that may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Bachelor degree in Political Science, Migration Studies, International Relations or a related field from an accredited academic institution, with at least one year of relevant professional experience, preferably in similar roles;

OR

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

Experience

- Organisational skills including experience in providing administrative support of projects;
- Excellent communication as well as drafting 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.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

Languages

Excellent knowledge of English and German; knowledge of other official IOM language is an advantage.

Required 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 cover letter not exceeding more than one page, CV and relevant certificates and references by email to 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 03 April 2018 to 17 April 2018