



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates SPECIAL VACANCY NOTICE

Position Title : **Project Assistant  
(AVRR Information and Event Management)**  
Duty Station : **Berlin, Germany**  
Reference Code : **SVN-DE1-2019-24**  
Classification : **General Service Staff, Grade G4**  
Type of Appointment : **Special Short-Term Contract (40 hrs/week)**  
(Until 31 December 2019, with possibility of extension)  
Estimated Start Date : **As soon as possible**  
Closing Date : **19 September 2019**

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 Managers of the AVRR projects of IOM Germany, the incumbent coordinates and implements 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:***

- Handle logistical and administrative details for the events including venue planning, catering services, procurements in joint coordination with the project partners as well as internal Resource Management units;
- Assists in organizing the joint events including preparation of the agenda, content planning, coordinating with guest speakers, counterparts, facilitators and attendees; In coordination with TFP and Admin/Finance Department, facilitate the booking of domestic flights and train journeys to event venues; preparation of relevant briefing kits, travel authorizations and hotel reservations.
- Participates at and elaborate an overview presentation at the events; Design/establish and regularly maintain shared activity checklist for internal reference and external event planning with partners.

- Collects and systematizes existing information and promotional material within IOM Germany and coordinates publication and dissemination of material with the relevant Project Managers and the Communication Unit of IOM Germany.
- Implement the outreach action plan to reach local authorities, counselling centers and NGOs to inform about series of events and make sure that they receive invitations to the regional events.
- Prepares the evaluation questionnaires/surveys of the events; tabulates and transcribes the feedback for further analysis. Adjusts events according to the evaluation results and speakers' and participants' needs. Coordinates the elaboration of a FAQ-catalogue in cooperation with contact persons of BAMF and GIZ.
- 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 first project phase.
- Coordinates projects activities with Project Support Assistant (AVR Information and Event Management).
- 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**

- Bachelor 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**

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

## **Required 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**

- 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 at this [link](#).

### **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](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 06 September 2019 to 19 September 2019

***Contact***

International Organization for Migration / Germany

Human Resources

Ms Lisa Rauscher

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