



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Project Assistant (Head of Pre-Departure)**
Duty Station : **Nuremberg, Germany**
Reference Code : **SVN-DE1-2021-04**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **Special Short-Term Contract – 9 months (40 hrs/ week)
with possibility of extension**
Estimated Start Date : **At earliest start date**
Closing Date : **10 Mai 2021**

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 the Movements and Migrants Assistance Unit, the Senior Project Assistant is responsible and accountable for the management of the pre-departure activities within the REAG/GARP project of IOM Germany.

Core Functions / Responsibilities:

- In coordination with the MMA Officer, 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 and donor requirements;
- Plans and manages the operational activities necessary for the implementation of the project, organizes and supervises the daily activities of the caseworkers in the Pre-Departure 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 in 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 AVRR specific programme issues in area of activity.
- Coordinates research and compiles 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.
- In coordination with the MMA Officer, 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.

Performs any other duties as assigned by the immediate supervisor and/or CoM.

Education

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

OR

- Secondary School Diploma with specialized focus in Business/Public Administration or alternatively, an equivalent combination of relevant training and experience and at least six years of relevant working experience.

Required Qualifications and Experience

- Demonstrated experience and knowledge on migration with a focus on AVRR;
- Knowledge of German and EU institutions and German and EU migration policies;
- Familiarity with German Asylum regulations and EU-grant guidelines an advantage;
- Previous work experience with national, regional or international public bodies an advantage;
- Strong organisational skills including experience in the management of projects;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint.

Languages

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

Required Competencies

Values

- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- 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.

Core Competencies - behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.
- 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.

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. 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 26 April to 10 Mai 2021

Contact

International Organization for Migration / Germany
Human Resources
Corinna Bastien
Email: HRDGermany@iom.int