



**Open to Internal and External Candidates**  
**VACANCY NOTICE**  
(Two Vacancies Available)

Position Title : **Liaison Assistant**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2017-05**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **One Year Fixed Term (40hrs/week)**  
Estimated Start Date : **01.01.2018**  
Closing Date : **14 December 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) and the direct supervision of the Head of Operations/Liaison, the Liaison Assistant will be involved in supporting the development of strategic partnerships with a range of actors and processes. As a part of the Liaison team, the incumbent will contribute to the preparation of and provide inputs to international and national events organized and/or supported by the IOM.

***Core Functions / Responsibilities:***

- Assists the Head of Operations and Liaison with researching, collecting and analysing relevant information on priority policy and merging issues within the field of migration and assist in policy formulation related to these issues, compile and draft summary reports;
- Assist responding to information requests and inquiries; processes, drafts and finalizes correspondence and other communications, including briefings/talking points; sets up and maintains files/records;
- Assists the Head of Operations and Liaison with monitoring developments in the field of migration and related governmental policies, affecting the work of the organization; Provide support and research, compile, and summarize materials on German migration policy-related issues;
- Support the planning and implementation of activities aimed at strengthening IOM's partnerships and collaboration with other relevant international/national/regional institutions;

- Assists in maintaining liaison with Ministries, governmental authorities, national and international institutions and NGOs, with the aim to inform and coordinate on on-going programmes and activities, to build partnerships and to promote new activities;
- Support IOM's networking activities with relevant stakeholders by arranging appointments, preparing missions and providing targeted background information;
- Assist in maintaining donor relations and mobilization of funding for new projects, including humanitarian relief interventions;
- Represents IOM Germany at conferences, workshops, outreach activities and any other meetings;
- Performs any other duties as 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 four years of relevant professional experience, preferably in similar roles;

or

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

### **Experience**

- Excellent writing, drafting, editing and reporting skills;
- Strong communication skills;
- Working experience in similar function and/or with national, regional or international public bodies a distinct advantage;
- Demonstrated knowledge of German and EU institutions and German and EU migration policies;
- Strong organisational skills including experience in organization of events and meetings;
- Experience in working in an international environment is a distinct advantage.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

### **Languages**

Fluent knowledge of spoken and written German and English. 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.
- Technological Awareness - displays awareness of relevant technological solutions;

## ***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 30 November 2017 to 14 December 2017