



## Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (ZIRF)**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2017-07**  
Classification : **General Service Staff, Grade G5**  
Type of Appointment : **One Year Fixed Term (40hrs/week)**  
Estimated Start Date : **01.01.2018**  
Closing Date : **18 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 supervision of the Chief of Mission (CoM) and in direct supervision of the Head of Operations/Liaison the incumbent will be responsible and accountable for implementing the project “Promoting Voluntary Returns through intensive Counselling – Country Fact Sheets and Individual Inquires (ZIRF Counselling)”.

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

- Controls and manages all planned activities of the project, including the close coordination with the project partners to assure the compliance with the planned activities and forecasted results as formulated in the project description; continuously monitors, analyses and evaluates the project elements with established monitoring instruments.
- Liaises with donors, including the approving authorities; compiles and distributes necessary reports to the donors; manages available financial resources.
- Registers and processes individual queries/requests concerning the living standard and/or specific circumstances in any potential return country, translates such queries into English and forwards these to the responsible IOM-Mission requesting for an answer; makes follow-ups as necessary and translates answers into German; forwards such answers to the requestor, and as needed, liaises to provide additional required information;

- As necessary edits the incoming information, prepares them in appropriate formatting in German and English and enters such information into the specially designed databank; compiles and updates the “Frequently asked Questions and Answers” catalogue on the ZIRF-web page;
- Coordinates the compilation of Country Fact Sheets (CFS) with IOM Missions worldwide, edits and/or translates the CFS and enters them in the ZIRF-web page and, as necessary, performs internet research to obtain country specific information; coordinates regularly the update of CFS;
- Prepares statistical reports and analyses such reports to monitor and evaluate project performance;
- In coordination with the immediate supervisor and the RM team, develops and prepares concept notes and budget outlines for project extensions according to IOM and donor regulations and guidelines;
- Prepares and coordinates narrative and financial project interim and final reports in accordance with IOM and donor regulations and established procedures;
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

## ***Required Qualifications and Experience***

### **Education**

- University degree (BA) in Political or Social Sciences, Public Administration, International Relations, Information/Communication Sciences or a related field from an accredited academic institution, with one year of relevant professional experience, preferably in similar roles;

or

- Completed High School degree from an accredited academic institution, with three years of relevant professional experience, preferably in similar roles.

### **Experience**

- Working experience in the area of migration policies at national level as well as project management an advantage;
- Advanced drafting and reporting skills in German and in English;
- Strong communication skills;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook and databank applications is required;
- Experience in working in an international environment is a distinct advantage.

### **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 programs 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 04 December 2017 to 18 December 2017