



## Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Project Assistant (Return Portal)**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2017-08**  
Classification : **General Service Staff, Grade G6**  
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 guidance of the Chief of Mission (CoM), and the direct supervision of the Head of Operations/Liaison the incumbent will be coordinating project activities and responsible for providing effective and efficient technical and administrative support to the project Return Portal.

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

- Coordinates and further develops activities of the project in compliance with the defined project results and with IOM internal policies and procedures as well as the requirements of the donors;
- Liaises and coordinates with donors, partners and other stakeholders on project activities in Germany.
- Contributes to the monitoring and analysis of processes, schedules and defined project results with established monitoring instruments related to the project work plan.
- Organizes and participates at project events, meetings, and seminars in order to promote and to inform about the projects;
- Monitors processes, schedules and expenditures related to the project work plan, and, assists in coordination and preparation of project reports in coordination with the Resource Management Department;

- Supports the development and preparation of 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.
- Supports the development of design and features and web-based tools of the online portal, updating of information on return projects and contact details of Return counselling Centres in Germany;
- Supports the selection, contracting and monitoring of external service provider for the development of the Return online portal and coordinates the technical implementation including layout, structure, improvement of the underlying project data base;
- 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.

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

### **Education**

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

or

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

### **Experience**

- Strong organisational skills including experience in project management; Excellent drafting and reporting skills in German and English.
- Experience in the development and implementation of online portals and/or other web based tools, including the coordination of a web presence with an external service provider, is an advantage;
- Experience in the development and implementation of outreach measures is an advantage;
- Demonstrated experience and knowledge on migration with a focus on AVRR is an asset;
- Previous work experience with national, regional or international public bodies would be an advantage;
- Experience in standard CMS (e.g. Drupal and graphic design programmes), working with data bases as well as implementing SEO (Search Engine Optimization) and SEA (Search Engine Advertising) is an advantage.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

## **Languages**

Excellent 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
- Leadership and Negotiation – develops effective partnerships with internal and external stakeholders;
- Performance Management – identify ways and implement actions to improve performance of self and others.
- 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;
- Resource Mobilization - works with internal and external stakeholders to meet resource needs of IOM.

## ***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 Personal History Form and a cover letter not exceeding more than one page, 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