



## Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (Return Portal)**  
Duty Station : **Berlin, Germany**  
Reference Code : **VN-DE1-2017-09**  
Classification : **General Service Staff, Grade G4**  
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 Senior Project Assistant (Return Portal), the incumbent will be supporting the implementing of the project activities of “Information Portal on Voluntary Return”.

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

- Supports in the implementation of all planned project activities, including the close coordination with the project partners to ensure 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.
- Assists in liaison with donors and other project partners, such as return counselling centres and other IOM missions;
- Assists in the preparation of project reports to the donors by preparing statistical reports and analyses such reports to monitor and evaluate project performance;
- Prepares information material for project outreach activities;
- Supports the organization of project events, meetings, and seminars in order to promote and to inform about the projects;
- Assists the supervisor in the development of the online portal, in updating of information on return and reintegration programmes and contact details of return counselling centres in Germany, in uploading new documents, as well as in implementing any new features to improve the user experience;

- Supports in preparing and conducting feedback rounds with the target groups, including counselling centres and migrants;
- 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 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**

- 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 a distinct advantage;
- Organisational skills including experience in supporting project management activities including administrative support;
- Strong drafting and reporting skills;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required; proficiency with graphic design and survey tools is an 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 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 04 December 2017 to 18 December 2017