



Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Project Assistant (Project Development)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-03**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term (Full-time / Part-time)**
Estimated Start Date : **01.02.2018**
Closing Date : **23 January 2018**

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 direct supervision of the Head of Operations/Liaison and in close coordination with the Project Managers in the Mission, with relevant units in the Regional Office in Brussels and at Headquarters (HQs), the Senior Project Assistant will research and present information on project opportunities and support the development of project proposals for the Mission in Germany.

Core Functions / Responsibilities:

- Research, compile, analyse and communicates donor priorities and funding opportunities in Germany and provide inputs for the development of new projects that correspond to IOM's institutional and country-specific expertise.
- In coordination with the supervisor, conducts research and assessment work based on the objectives of the mission, particularly in view of strategic, programmatic and project-specific funding opportunities, and informs the CoM, supervisor and other Project Managers accordingly.
- Draft donor profiles and guidance notes on donor priorities and identify potential project activities. Assist in developing approaches to expand the IOM donor base, including research and mapping of funding trends.
- In coordination with the supervisors and the Project Managers, liaises with various partners, donor representatives, national, regional and international institutions, and other partners in Germany to identify Programme and project possibilities, promote new ideas and activities, and participate in fundraising activities for programmes in Germany;

- Support the development of new programme/project proposals in close coordination with supervisor, relevant project managers, relevant Resource Management units, Regional Office and Country Offices, government authorities, international and regional institutions, and partner organizations in public/private sectors; prepares project proposals for submission;
- Contribute to maintaining strong and regular liaison with the project partners, such as government authorities, diplomatic missions, and any other concerned agencies and working groups in close coordination with the responsible project managers;
- Participate in seminars and other meetings as requested by the supervisor;
- Perform such other duties as may be assigned.

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;
- Experience in migration management policy (specifically return and reintegration, integration and/or trafficking in human beings);
- Knowledge of IOM/UN project management cycles is an advantage;
- 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;
- 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

Excellent knowledge of English and German; 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 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 09 January 2018 to 23 January 2018