



Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Project Assistant (Online Application Module)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-04**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One Year Fixed Term (40 hrs/week)**
Estimated Start Date : **01.02.2018**
Closing Date : **26 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 the direct supervision of the Head of Operations/Liaison the incumbent will be coordinating, planning and implementing project activities for the online application module for AVRR processes in Germany.

Core Functions / Responsibilities:

- Coordinates and participates in development of the online application module with all relevant external stakeholders on the working level, namely BAMF, ZUR and the applying entities that will pilot the online application module;
- Plans and coordinates implementation of activities of the project in compliance with IOM internal policies and procedures as well as the requirements of the donors;
- Coordinates developments, planning's and activities with all internal stakeholders, namely relevant IOM Germany staff, HQ, LEG and ITC colleagues.
- Regularly reports on the progress and challenges of the project to senior staff in the mission and relevant external stakeholders in an appropriate and timely manner;
- Organizes and participates at project-related events, meetings, and seminars in order to develop and to inform about the project;
- Contributes to the monitoring and analysis of processes, schedules and defined project results with established monitoring instruments related to the project work plan;

- 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 proposals, reviews grant letters for new projects/ project proposals and ensures further internal implementation of necessary amendments within IOM;
- 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;
- Perform any 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

- Strong organisational skills including experience in project management an advantage;
- Excellent drafting and reporting skills in German and English.
- Demonstrated experience and knowledge on migration with a focus on implementing and processing AVR activities in Germany is an asset;
- Experience in the development of online application and/or other web based tools, is an distinct advantage;
- Previous work experience with national, regional or international public bodies and knowledge about the donor landscape in Germany would be an 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;

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 12 January 2018 to 26 January 2018