



Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (Online Application Module)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-05**
Classification : **General Service Staff, Grade G4**
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 supervision of the Chief of Mission (CoM) and in direct supervision of the Senior Project Assistant (Online Module), the incumbent will be supporting the implementing of the project development and activities of the AVRRE Online Module tool.

Core Functions / Responsibilities:

- Supports in the implementation of all planned activities, including the close coordination with the project partners in compliance with the planned activities and forecasted results; support monitoring of the project elements with established monitoring instruments;
- Assists in liaison and coordination of activities with donors and other project partners;
- Assist in internal coordination and preparation of status reports;
- Drafts narrative and financial project interim and final reports in accordance with IOM and donor regulations and established procedures;
- Supports the organization of project information meetings, exchanges and seminars in order to develop, promote and inform about the project;
- Supports the supervisor in other administrative activities related to the project implementation and reporting requirements;
- 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 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;
- 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