



International Organization for Migration (IOM)

The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant
(Resettlement/ Humanitarian Admission)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2018-12**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term**
Estimated Start Date : **01 April 2018**
Closing Date : **15 March 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), under the direct supervision of the National Project Manager and Liaison Officer and in close coordination with the Project Managers of IOM Germany, the incumbent assists in the coordination of IOM Germany's resettlement, relocation and counter-trafficking activities, assists the AVRR project teams with reporting and liaison staff with provision of input for communication.

Core Functions / Responsibilities:

- Assists in activities linked to resettlement, relocation and Counter Trafficking project management of IOM Germany, and coordinates activities with the admin and finance team
- Supports the IOM Germany Project Developer in developing concept notes and proposals in areas such as resettlement, relocation and Counter Trafficking;
- Assists in the preparation of project reports on AVRR in coordination with Project Managers; assists in the preparation of regular and specific narratives and communicate reporting requirements as well as ad hoc strategic material to be used by the communication and liaison teams;
- Supports the supervisor by drafting background information and presentations in the relevant areas of responsibilities;

- Supports the organization of delegation visits and assists in the preparation of IOM activities to relevant institutions, partner organizations and at relevant academic/ NGO conferences in accordance with the approved programme of the mission.
- Assists in the preparation of project/coordination meetings in the relevant areas, workshops and trainings, provides follow-ups;
- Performs any other duties that may be 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

- Strong organisational skills including experience in the management of projects is a requirement;
- Excellent drafting and reporting skills;
- Knowledge of German and EU institutions and German and EU migration policies is an asset;
- 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;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

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;

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 (max.5MB). 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 01 March 2018 to 15 March 2018