



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant StarthilfePlus**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2018-33**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed Term Contract**
Estimated Start Date : **01 August 2018**
Closing Date : **19 July 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 under the direct supervision of the Project Manager StarthilfePlus, the incumbent will be responsible for providing effective and efficient technical and administrative support to the project.

Core Functions / Responsibilities:

- Assist with the implementation of all project activities in compliance with IOM internal policies and procedures as well as the requirements of the donors;
- Assist in monitoring processes and schedules related to the project work plan and spending and, where applicable, assist in the verification of accuracy of documents, reports, etc. to ensure correctness and compliance with relevant guidance material;
- Assist to compile and draft project reports in coordination with the Finance Assistant (Monitoring, Budgeting) and Focal Points involved in IOM Missions;
- Support the selection, contracting and monitoring of external experts for the external services provided at the airports in Germany;
- Assist in organizing project events, meetings, and seminars in collaboration with IOM offices and external stakeholders;
- Research, compile, and draft information materials, presentations and other visibility materials for reports, plans, studies, briefings, training, meetings/conferences, etc.;
- Liaise with local IOM missions in specific countries of origin, as defined in the project;

- Assist the supervisor and Media Focal Point with media and press issues, proofread documents and edit text and/or numerical values for accuracy, style and adherence to established format standards;
- Perform general administrative tasks to support the project implementation, including the preparation and/or processing of administrative requests/documents;
- Undertake duty travels and participate in meetings and/or events as required;
- Perform any other duties as may be assigned by the direct supervisor 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 minimum two years of relevant professional experience, preferably in similar roles;

or

- Completed High School degree from an accredited academic institution, with minimum four years of relevant professional experience.

Experience

- Strong organisational skills including experience contributing to 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

Excellent 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. 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 05 July 2018 to 19 July 2018

Contact

International Organization for Migration / Germany
Human Resources
Email: HRDGermany@iom.int