



IOM International Organization for Migration

Open to Internal and External Candidates

VACANCY NOTICE

Position Title : **Senior Project Assistant (Virtual Counselling)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2020-14- EXT**
Classification : **General Service Staff, Grade G6**
Type of Appointment : **One-Year Fixed Term Contract (40hrs/week)**
Estimated Start Date : **As soon as possible**

Closing Date : **30 October 2020**

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 National Policy and Project Support Officer, the incumbent will be responsible and accountable for managing and implementing projects in the area of information provision and virtual counselling, and capacity building of different project counterparts and stakeholders.

Core Functions / Responsibilities:

1. Controls and manages all activities of assigned project, including the close coordination with the project partners to assure the compliance with the planned activities and forecasted results as formulated in the project description; continuously monitors, analyses and evaluates the project elements with established monitoring instruments.
2. Liaises with donors, including authorities and stakeholders; compiles and distributes necessary reports to the donors; manages available financial resources. Prepares statistical reports and analyses such as reports to monitor and evaluate project performance. In line with established workflows, develops and prepares concept notes and project proposals for new projects and project extensions, according to IOM and donor regulations and guidelines.
3. Coordinates narrative and financial project interim and final reports in accordance with IOM and donor regulations and established procedures.

4. Undertakes capacity building within the scope of projects with counterparts, as well as internal and external stakeholders.
5. Supervises and administers subordinated staff members; plans and approves absence of staff, monitors and evaluates the staff/team performance, provides guidance to the staff members; administers financial resources of the team, coordinates resource deployment.
6. Performs any other duties as assigned by the CoM and/or direct supervisor.

Required Qualifications and Experience

Education

- University degree (BA) in Political or Social Sciences, Public Administration, International Relations, Information/Communication Sciences or a related field from an accredited academic institution, with four years of relevant professional experience, preferably in similar roles;

or

- Completed High School degree from an accredited academic institution, with six years of relevant professional experience, preferably in similar roles.

Experience and Skills

- Working experience in the area of migration policies at national level as well as project management an advantage;
- Experience in working in an international environment is a distinct advantage
- Strong communication skills;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook and databank applications is required.
- Advanced drafting and reporting skills in German and English

Languages

Fluency in English and German. Knowledge of another official IOM language (French, Spanish) is an advantage.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.

- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

IOM's competency framework can be found under the following [link](#).

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

The appointment will be subject to certification that the candidate is medically fit and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only applicants holding a valid residence and work permit in Germany will be eligible for consideration.

How to apply:

Interested candidates are invited to submit their applications including a cover letter (not exceeding one page), CV and relevant certificates and references by email at 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 16 October 2020 to 29 October 2020.

Contact

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Human Resources Team
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