

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (Reintegration)**
Duty Station : **Nuremberg, Germany**
Reference Code : **VN-DE1-2021-09**
Classification : **General Service Staff, Grade G5**
Type of Appointment : **One Year Fixed-Term Contract – 12 Months (40hrs/week),
with possibility of extension**
Estimated Start Date : **03 January 2022**
Closing Date : **23 November 2021**

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.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall guidance of the Chief of Mission (CoM) and the National Movements and Migrant Assistance Officer, and the direct supervision of the Senior Project Assistant (Starthilfe Plus), the incumbent will be responsible and accountable for implementing the Reintegration project component within the StarthilfePlus Project.

Core Functions / Responsibilities:

1. Controls and manages case processing related to the reintegration support within the StarthilfePlus project, including close coordination with the project partners to assure 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. Closely cooperates with IOM Germany Operations, Finance and receiving IOM missions in countries of origin in order to smoothly implement the StarthilfePlus reintegration support as per project regulations;
3. In close coordination with the supervisor, supports and coordinates the operational activities necessary for the implementation of the reintegration component in the StarthilfePlus team;

4. Liaises with donors, including the approving authorities; compiles and distributes necessary reports and coordinates available financial resources for the project component;
5. Supports the successful linkage of operational, financial and technical aspects within the StarthilfePlus reintegration;
6. Prepares and analyses statistical reports to monitor and evaluate project performance. Supports the preparation of project reports by providing reintegration-related information and statistics;
7. Acts as a focal point for internal and external requests related to StarthilfePlus reintegration;
8. Organizes and participates at project events, meetings and seminars in collaboration with IOM offices and external stakeholders. Presents reintegration aspects and results of StarthilfePlus externally and internally upon request. Carries out field visits, as may be required for the organization, implementation and monitoring of project activities;
9. Liaises with working level counterparts from MoI, BAMF, Federal States and other relevant actors in order to coordinate the implementation of SHPlus;
10. Performs any other duties as assigned by the immediate supervisor or CoM.

Required Qualifications and Experience

Education

- University degree in or Social Sciences, Public Administration, International Relations, Information/Communication Sciences or a related field from an accredited academic institution, with at least three years of relevant professional experience, preferably in similar roles;
- OR
- Completed High School degree from an accredited academic institution, with at least five years of relevant working experience, preferably in similar roles.

Experience and Skills

- Working experience in the area of migration policies especially Assisted Voluntary Return and Reintegration at national level as well as project management a distinct advantage;
- Experience in working in an international environment is a distinct advantage;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint as well as Outlook and databank applications is required.

Languages

Fluency in both English and German required. 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 1*

- 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.

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

Other

IOM is committed to a diverse and inclusive environment.

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.

Please indicate your name, reference code and position title in the email subject.

Due to the large volume of applications, only shortlisted candidates will be contracted.

Posting period:

From 10.11.2021 to 23.11.2021.

Contact:

International Organization for Migration / Germany
Human Resources Team
Jeanne Hoffmann
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