



Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (Outreach – Information Portal)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2022-36**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **One Year Fixed-Term Contract (40hrs/week) 12 months,
with possibility of extension**
Estimated Start Date : **As soon as possible**
Closing Date : **19 October 2022**

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:

The online information portal on voluntary return and reintegration (AVRR) Returning from Germany (www.ReturningfromGermany.de) is implemented by the International Organization for Migration (IOM) in cooperation with the Federal Office for Migration and Refugees (BAMF). The portal compiles all relevant information regarding AVRR on a single digital platform in a comprehensive, reliable, multi-lingual, easily understandable, accessible, and user-friendly manner.

Under the overall supervision of the Chief of Mission (CoM) and the Senior Project Support & Development Assistant, and under the direct supervision of the Senior Outreach Assistant, the incumbent will be supporting the implementation of the project activities and will be responsible for providing effective and efficient technical and administrative support to the information portal project.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities, including support in the development of an outreach strategy to reach migrants and other actors IOM collaborates with, particularly through social media.

2. Supports in monitoring and evaluating projects activities;
3. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.;
4. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation on Assisted Voluntary Return and Reintegration;
5. Support the organization of meetings and events (both offline and online);
6. Respond to general information requests and inquiries; set up and maintain files/records;
7. Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution with two years of relevant professional experience.

or

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

Experience and Skills

- Knowledge and experience on migration with a focus on Assisted Voluntary Return and Reintegration (AVRR), German and EU institutions as well as German and EU migration policies in general is an advantage
- Experience in supporting project management activities including administrative support
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.
- Strong communication skills
- Strong organizational skills, including experience contributing to the management of projects;
- Ability to multi-task;
- Strong drafting and reporting skills
- Ability to work independently with a minimum of supervision
- Cultural sensitivity

Languages

Fluent knowledge of English and German is required. Knowledge of another language (Arabic, Russian) 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 at this [link](#).

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. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of vaccination against COVID-19.

This post is subject to local recruitment. Only persons holding a valid residence/work permit for 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 iomdejobs@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 contacted.

Posting period:

From 05 October to 19 October 2022

Contact

International Organization for Migration / Germany
Human Resources
Lisa Rauscher
Email: iomdejobs@iom.int