

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Senior Project Assistant (Manager Online Application Module)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2022-18-EXT**
Classification : **General Service Staff, Grade G-6**
Type of Appointment : **One Year Fixed-Term Contract – 12 Months (40hrs/week), with possibility of extension**
Estimated Start Date : **At earliest start date**
Closing Date : **4 July 2022 (extension of deadline)**

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 direct supervision of the National Resource Management Officer (RMO), the incumbent will be coordinating, planning, and implementing project activities for the Online Application Module for Assisted Voluntary Return and Reintegration (AVRR) processes in Germany.

Core Functions / Responsibilities:

1. Coordinates and participates in development of the online application module with all relevant external stakeholders on the working level, namely BAMF, ZUR and the applying entities that will pilot the online application module;
2. Plans and coordinates implementation of activities of the project in compliance with IOM internal policies and procedures as well as the requirements of the donors;
3. Coordinates developments, plannings and activities with all internal stakeholders, namely relevant IOM Germany staff, HQ, LEG and ITC colleagues;
4. Regularly reports on the progress and challenges of the project to Senior staff in the mission and relevant external stakeholders in an appropriate and timely manner;

5. Organizes and participates in project-related events, meetings, and seminars in order to develop and to inform about the project;
6. Contributes to the monitoring and analysis of processes, schedules and defined project results with established monitoring instruments related to the project work plan;
7. Monitors processes, schedules and expenditures related to the project work plan, and, assists in coordination and preparation of project reports in coordination with the Resource Management Department;
8. Supports the development and preparation of concept notes and budget outlines for project proposals, reviews grant letters for new projects/ project proposals and ensures further internal implementation of necessary amendments within IOM;
9. Supervises and administers subordinated staff members; plans and approves absence of staff, monitors analyses and evaluates the staff/team performance, administers financial resources of the team, coordinates resource deployment;
10. Perform any other duties as may be assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- University degree in Political Science, Migration Studies, International Relations, Computer Science, Adult Education 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 at least six years of relevant working experience, preferably in similar roles.

Experience and Skills

- Experience in project management;
- Demonstrated experience and knowledge on migration with a focus on implementing and processing AVRR activities in Germany is an asset;
- Experience in the development of online application and/or other web-based tools is an distinct advantage;
- Previous work experience with national, regional or international public bodies and knowledge about the donor landscape in Germany would be an advantage;
- Strong organisational skills including;
- Excellent drafting and reporting skills in German and English;
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint 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 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

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

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 17.05.2022 to 04.07.2022 (extension)

Contact:

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