

Open to Internal and External Candidates VACANCY NOTICE

Position Title : **Project Assistant (MHPSS)**
Duty Station : **Berlin, Germany**
Reference Code : **VN-DE1-2022-26**
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 : **As soon as possible**
Closing Date : **1st JULY 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:

Under the direct supervision of the Senior Project Assistant (MHPSS), the overall supervision of the National Policy and Project Support Officer, and the general administrative supervision of the Chief of Mission, the incumbent will support the implementation of the project “Help Concept for the Victims of the Colonia Dignidad” as follows:

Core Functions / Responsibilities:

- Assist in the implementation and monitoring of project activities.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.
- Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process, and follow-up on administrative actions, etc.

- Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation, and other forms of documentation.
- Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops, and training sessions.
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors, and other stakeholders relevant to the project.
- Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
- Performs any other duties as assigned by the immediate supervisor and/or CoM.

Required Qualifications and Experience

Education

- University degree in Psychology, Social Psychology, Political Science, Migration Studies, International Relations, 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 professional experience

Experience and Skills

- Knowledge and experience on migration with a focus on psychosocial support and community work, German and EU institutions as well as migration policies in general.
- Experience working with migrants, refugees, internally displaced persons, victims of trafficking and other vulnerable groups.
- Prior working experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage

- Organizational skills including experience in supporting project management activities and administrative support.
- Strong drafting and reporting skills.
- Demonstrated proficiency with Microsoft Office applications, including Word, Excel, and PowerPoint is required.

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 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. 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 contacted.

Posting period:

From 17.06.2022 to 01.07.2022

Contact:

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