



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Notice: IE2018-05

Open to Internal and External Candidates

Position Title : **Project Assistant**
Duty Station : **Dublin, Ireland**
Classification : **General Service Staff, Grade G4**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **29th October 2018**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, 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 transnational PROTECT project, to be implemented in 12 EEA countries, will contribute to the coordination and/or adaptation of support services for sexual and gender-based violence to include refugees and migrants. The project will strengthen and adapt existing national support services for SGBV to coordinate better and include refugees, migrants and asylum seekers. The project will build capacity for professionals who work with/for refugees, migrants and asylum seekers, to identify and address the needs of (potential) victims of SGBV more effectively and will empower and inform on SGBV and its prevention through a regional awareness raising campaign. The project will work with State authorities, first responder and service providers as well as refugees, migrants and asylum seekers. The project will deliver a needs assessment, revised SGBV guidelines, capacity building tools, training and information sessions.

Under the direct supervision of the Chief of Mission and the overall management of the Programme Manager, as defined by the Programme's remit, the Project Assistant will be responsible for all duties related to the implementation of the programme in order to achieve its defined outcomes and results.

Core Functions / Responsibilities:

1. Assist in the implementation of the project by collecting and disseminating information related to the organization and the implementation of project activities.
2. Monitor the project implementation activities according to the project's pre-defined plan of action.
3. Organize and participate in the delivery of capacity-building trainings and information sessions on SGBV with the support of the Irish based SGBV expert consultant
4. Organize and actively participate in interagency working groups, and national stakeholder meetings
5. Draft quarterly and final reports, complying with the reporting requirements of the project
6. Provide inputs and support to the SGVB consultant expert for the development of guidelines on SGBV.
7. Assist the SGBV consultant expert in the development of training tools on SGBV.
8. Support the administration of the project, keep records of all information related to the project for documentation/clarification.
9. Liaise closely and regularly with the project team on current project implementation and following up on tasks via phone, e-mail and in person.
10. Participate in official meetings and travel according to the project's requirements.
11. In co-ordination with the Resource Management officer carry out all procurement duties required for the implementation of project activities.
12. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- University degree in Political or Social Sciences, Communications, Media Studies and/or International Relations or similar with two years of relevant professional experience; or
- High School Degree in the above fields with four years of relevant professional experience.

Experience

- Familiarity with migration issues in Europe and Ireland is required
- Prior experience in the area of SGBV prevention and response, including direct assistance and counselling, and/or refugee and migration related issues
- Proven experience in working with MS Windows applications.
- Experience with EU-funded, multi-national, multi-partner projects is required
- Experience with project implementation and/or development is desirable.
- Experience in working with an international, multi-cultural work environment is an advantage.

Languages

Fluency in English is required. Knowledge of any other IOM official language is an advantage.

Required 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.

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.

A prerequisite for taking up the position is legal residency in the country of the duty station and work permit.

How to apply:

Interested - INTERNAL candidates are invited to submit their applications via PRISM, IOM e-Recruitment System, by 29 October 2018 at the latest, referring to this advertisement.

All **other** candidates

For further information, please refer to:

<http://www.iom.int/cms/en/sites/iom/home/about-iom-1/recruitment/how-to-apply.html>

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Interested candidates are invited to submit their Applications (CV and motivation/cover letter in English) by 29th October to iomdublin@iom.int quoting the "VN IE2018-05" in the subject of the email.

Only shortlisted candidates will be contacted.

Posting period:

From 15.10.2018 to 29.10.2019