

**VACANCY NOTICE**

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| Position Title  | :  | Project Assistant for Assisted Voluntary Return and Reintegration (AVRR) programme |
| Duty Station  | :  | Ulaanbaatar, Mongolia  |
| Classification  | :  | Ungraded |
|  Type of Appointment  | :  | 6 months (maternity leave replacement) |
| Estimated Start Date  | :  | Immediate  |

Established in 1951, IOM is the United Nations agency dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

**Context:**

Assisted Voluntary Return and Reintegration (AVRR) programme supports return and reintegration of migrants who are unable or unwilling to remain in host or transit countries and wish to return voluntarily to their countries of origin. Since the establishment of its office in Mongolia in 2011, IOM has helped the return of over 6,000 Mongolians, including provision of reintegration assistance to over 2,000 people: various forms of education, starting or continuing a small business, healthcare assistance etc.

**Responsibilities:**

1. Provide support to all operational tasks in connection with the Assisted Voluntary Return and Reintegration (AVRR) programme: Assist in the provision of specific operational return and reintegration assistance for individual cases in close collaboration with the relevant field missions and other partners. The assignment will include tasks of registry, business plan consultancy: assessment of business plan feasibility: drafting a package of documents on the business proposal: verifying submitted documents in accordance of business and accounting standard of the country; monitor on delivery of goods; get a confirmation on each case for completing reintegration assistance from both sides - sending mission and the national resource management.
2. Translate all documents received from returnee into English and prepare documents (purchase requisition and request for payments etc.) for the resource management unit
3. Responsible for filing and reporting system: hard and soft filing of all data, update AVRR/CT tracking sheet and MiMOSA, cooperate in archive closed cases.
4. Responsible for preparation of statistical analysis, narrative reports and communications, as required.
5. Responsible for AVRR programme’s monthly budget forecast, and monitoring reports of assigned missions
6. Perform such other duties as may be assigned.

**Education**

* University degree, preferably in social sciences, or law is an advantage.

**Experience**

* Experience in social work/ UN volunteer/ UN internship programs highly desirable;
* Excellent communication and negotiation skills, proven ability to prepare clear and concise reports, and excellent English and Mongolian communication skills;
* Excellent ability to coordinate administrative activities;
* Personal commitment, efficiency, flexibility, drive for results and commitment to continuous learning;

High level of computer literacy, good knowledge of MS Office.

**Languages:**

* Fluent in Mongolian and English

**How to apply:**

Interested and qualified applicants should:

1. Submit their CV and one-page cover letter via email to IOM Ulaanbaatar at: iomubadminhr@iom.int on or before **31 July 2021**. Late or incomplete applications will not be accepted.
2. Mark the subject line of their application with “**Application – Junior AVRR Assistant**”.

Note: Only those shortlisted will be contacted. No inquiries on the recruitment process please.