

**OPEN TO INTERNAL AND EXTERNAL CANDIDATES**

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| Position Title | : | | Project Assistant | |
| Duty Station | : | | Ulaanbaatar, Mongolia | |
| Classification | | : | | G4 | |
| Type of Appointment | | : | | 1 year (with the possibility of extension) | |
| Estimated Start Date | | : | | November 9th, 2020 | |

Established in 1951, IOM is the United Nations Migration 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:**

The “Understanding and Managing Internal Migration in Mongolia” project is a four-year intervention that has been launched in October 2019 and is implemented in partnership with Mongolian national government institutions, rural local governments and civil society organizations. The project objective is to improve socio-economic well-being of internal migrants in Mongolia through evidence-based, migration inclusive policies and concrete interventions on the ground aimed at enhanced access to information and services.

Under the direct supervision of the National Project Officer and overall supervision of the Programme Manager, the Project assistant will have the following

**Responsibilities:**

1. Assist with the day-to-day operational tasks related to the implementation of “Understanding and Managing Internal Migration in Mongolia” Project in compliance with IOM administrative and financial regulations and established procedures.
2. Assist with the timely production and submission of technical, narrative and financial reports, in compliance with IOM and donors’ templates.
3. Participate in official meetings and take minutes.
4. Provide assistance to programme staff for conducting literature review, initial data collection and analysis and contribute to drafting relevant documents as requested;
5. Assist in development of communication and visibility materials and their dissemination;
6. Draft and consolidating various documents (articles, factsheets, newsletters etc.);
7. Assist in preparing IOM procedural payment forms, support procurement, contracting etc.;
8. Support the planning and organization of meetings, workshops, trainings, field missions etc.;
9. Provide translation/interpretation support, during meetings and events, translate reports and project documents/products from/to Mongolian and English;
10. Provide administrative support as required;
11. Support team in development of new projects;
12. Perform such other duties as may be assigned by the NPO and Programme Manager.

**Education**

* Completed Bachelor’s degree in a field relevant to the project content and assigned responsibilities;
* Excellent level of computer literacy.

**Experience**

* Two years of professional experience in the social sector is required.
* Experience in working on migration, supporting vulnerable groups, promoting human rights, development, or in a related field will be considered an advantage;
* Experience in project implementation is an advantage;
* Experience in liaising with governmental and non-governmental counterparts is an advantage

**Languages:**

* Fluency in English and Mongolian

**How to apply:**

Interested and qualified applicants should please:

1. Submit their CV and one-page cover letter via email to IOM Ulaanbaatar at: [iomubadminhr@iom.int](mailto:iomubadminhr@iom.int)
2. Mark the subject line of your application with “Application – UMIMM Project Assistant”.
3. Send application on or before **1 November 2020**. Late or incomplete applications will not be accepted.

Note: Only shortlisted candidates will be contacted. Please do not contact us to enquire about the ongoing recruitment process.