



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title : **Program Support Assistant**
Duty Station : **Washington DC, United States**
Classification : **G5**
Type of Appointment : **Fixed term, one year**
Estimated Start Date : **As soon as possible**
Reference Number : **VNUS10-2021-08**
Closing Date : **September 30, 2021**

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 work 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.

Please be advised that this is a local position and as such only US citizens and residents will be considered

Context:

Under the direct supervision of the Congressional Liaison Officer, and in close coordination with the Chief of Mission and other units of the IOM Washington DC office, the incumbent will assist in carrying out the functions of IOM's donor liaison office toward enhancing the capacity of the IOM Office to deliver effective USG liaison and support of US-funded programming, with a specific focus on US State Department funded projects.

Amongst other duties, the Program Support Assistant will be responsible for the monitoring of US program and funding priorities in close conjunction with IOM Missions. As a member of the Office of the Chief of Mission and in collaboration with other units within the IOM Washington office, the incumbent's duties will include but not be limited to the following:

Core Functions / Responsibilities:

1. Develop a strong understanding of IOM's USG donors, with a specific focus on the U.S. State Department, Bureau of Population, Refugees and Migration (PRM) portfolio.
2. Provide technical support to IOM field offices with the development, review and submission of budget and narrative proposals for USG funding opportunities;
3. Provide administrative and technical support to programs as needed, including editing and reviewing project deliverables, reviewing project proposals and reporting

- documents, supporting financial reporting and budget needs, and providing assistance for any other tasks related to project management;
4. Participate in regular calls scheduled with the donor in Washington, DC and IOM field missions about updates on relevant program activities; write and/or file minutes of those calls and provide support to IOM field missions with the follow-up of possible action items agreed upon during those calls
 5. Participate in the development of tools and guidance to support IOM field missions to strengthen the quality of project proposals and reports. Maintain and regularly update a matrix of all program activities funded by PRM;
 6. Support ongoing research and review of potential US funding opportunities; support the notification of IOM field missions of relevant Notice of Funding Opportunities (NOFOs);
 7. Assist the IOM DC office in developing and maintaining liaison mechanisms between IOM and US government grant managers, cognizant technical officers, and financial managers; and respond to routine questions from USG staff regarding IOM program activities;
 8. Support and organize official visits to IOM Washington in close coordination with the Congressional Liaison Officer and other relevant units within the DC office and support staff of the visiting Mission; where appropriate, accompany official visitors to pertinent meetings with the donor.
 9. Collaborate with and advise IOM field offices on potential briefings and events for US audiences both virtual and in-person.
 10. Regularly advise the relevant colleagues in the DC office about the status of program activities.
 11. Coordinate with the IOM LEG focal point for IOM Washington, including support to standardize USG award processes with key donors and maintaining the active LEG Special Templates for PRM and BHA, among others.
 12. Support other activities covered by Office of the Chief of Mission unit in general, including supporting the Congressional Liaison Officer with the development of talking points, possible briefing policy papers, and other relevant documents.
 13. Strengthen relationships with DC-based Think-tank and academia stakeholders; support the IOM DC's office in increasing its visibility with Think-tanks and academia.
 14. Such other duties as required.

Required Qualifications and Experience

Education

- Bachelor's degree, equivalent or higher and a minimum of three years of experience.

Experience

- One year of relevant experience, preferably with an international organization in the refugee assistance, relief and/or development field;
- A strong knowledge of US government contracting and assistance funding mechanisms, with at least one year of experience in US Government donor liaison;
- Direct experience in project budget development and financial administration;

- Strong competency in project budgeting and financial reporting for US government

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook; Internet Explorer, Web based applications.
- Excellent communication, interpersonal and writing skills.
- Ability to work under tight timelines.
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages

For this position, fluency in English is required. Working knowledge of Spanish or English is a distinct 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

- 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.

How to apply:

Interested candidates are invited to submit a letter of interest and up-to-date curriculum vitae to iomdcvn@iom.int, titled: “**Application for VNUS10-2021-08, Program Support Assistant**”, by September 30, 2021, at the latest.

Only shortlisted candidates will be contacted.

Posting period:

Extended: From 22 to 30 September 2021