



IOM International Organization for Migration

## SPECIAL VACANCY NOTICE

Position	: <b>Senior Programme Assistant (Points of Entry)</b>
Organizational Unit	: <b>Programmes (10017153)</b>
Duty Station	: <b>Majuro, Republic of the Marshall Islands</b>
IOM Classification	: <b>G-6</b>
Type of Appointment	: <b>Special Short-Term (SST) 6 months with possibility of extension</b>
SVN No.	: <b>SVN MH 2024_002</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>31 January 2024</b>

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. To the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Working under the overall supervision of the Chief of Mission in Pohnpei, Federated States of Micronesia, the direct supervision of the Head of Sub Office, Majuro, Marshall Islands and in coordination with the Project Manager in Apia, Samoa, the successful candidate will be providing programmatic and coordination assistance to facilitate the timely implementation of the project “Strengthening Capacity of Border Control for Responding to Infectious Diseases in Pacific Island Countries” in the Republic of the Marshall Islands” financed by the government of Japan. The project aims to contribute to socio-economic recovery through safe resumption of broader management operations, enhanced border management infrastructure technology, equipment and improved capacity, as well as improved preparedness for future health crises in the country. In particular, s/he will:

### **Core Functions / Responsibilities:**

1. Support the day-to-day management of the project.
2. Maintain positive work relationships with the government and all included technical and financial partners.
3. Provide technical support to the project team and partners and border management and points of entry control.
4. Coordinate the administrative recruitment process of consultants to conduct research and other project support activities.
5. Provide input to the consultants, meetings and project activities on the Marshallese contexts in border management and points of entry recommendations.
6. Contribute to the planning, development, organization and delivery of capacity building activities.
7. Support in liaison with relevant governmental, non-governmental entities (NGOs), international organizations, as well as other relevant stakeholders where necessary, for the effective implementation of the activities of project and participate at the coordination meetings with governments, NGOs and other stakeholders where required.
8. Regularly keep the supervisor abreast of any developments and challenges in a timely manner.

9. Draft narrative and financial reports and ensure timely submission to the donor.
10. Assist in the coordination of data collection, verification, and analysis for monitoring purposes, and support the monitoring of specific aspects of project implementation; identify and propose actions to expedite the delivery of inputs.
11. Assist with logistical arrangements and internal procedures to support implementation of activities, including procurement.
12. Support communication tasks including posting on social media platforms, building project awareness and visibility, and developing summaries, press releases and other relevant communication materials.
13. Assist in the planning, preparation and implementation of assessments, workshops, meetings, and trainings related to the project.
14. Provide technical inputs for the program development process to grow IOM's border management work North Pacific.
15. Undertake duty travel relating to project activities, monitoring and assessments, liaisons with counterparts and problem solving.
16. Work in compliance of IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
17. Perform such other duties as may be assigned.

### **Required Qualifications and Experience:**

- Bachelor's degree in project management, business administration, international relations and governance, or related field from an accredited academic institution with at least four years of relevant experience; or
- High School degree or certificate in the above field with at least six years of relevant experience.
- Experience in project implementation, including writing terms of reference, reports and guidance notes.
- Solid understanding of policy processes in the Republic of the Marshall Islands
- Experience with establishing and maintaining strong working relations with relevant government counterparts, international organizations and private sector entities.
- Demonstrated proficiency with Microsoft Office applications, including Excel, PowerPoint, good knowledge of information technology and proficiency in Microsoft Office applications especially Excel, Word, PowerPoint, Publisher and SharePoint.
- Previous work experience in international organizations would be an advantage.

### **Skills:**

- Effective time management and the ability to complete work within strict deadlines.
- Proficient use of MS office and/or other office applications.
- Ability to effectively facilitate meetings, trainings, workshops.
- Ability to produce well written and concise reports.
- Interpersonal skills and ability to communicate clearly.

### **Languages:**

Fluency in English (oral and written) is required; Working knowledge of Marshallese language is an advantage.

### **Required Competencies:**

The incumbent is expected to demonstrate the following competencies:

### **Values:**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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 2*

- **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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements (if applicable), and security clearances (if applicable).

Women with the above qualifications are encouraged to apply.

**How to apply:**

Interested candidates are invited to submit their applications via email to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int) indicating position applied on subject line by **31 January 2024**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **SVN MH 2024\_002 – Senior Programme Assistant (Points of Entry), Majuro**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Please note only shortlisted candidates will be contacted.**

**Posting period:**

From 11.01.2024 to 31.01.2024