



International Organization for Migration (IOM)  
The UN Migration Agency

**Open to Internal and External Candidates**

|                             |                                       |
|-----------------------------|---------------------------------------|
| <b>Position Title</b>       | - <b>Project Assistant</b>            |
| <b>Duty Station</b>         | - <b>Washington DC, United States</b> |
| <b>Classification</b>       | - <b>G5</b>                           |
| <b>Type of Appointment</b>  | - <b>Fixed term, one year</b>         |
| <b>Estimated Start Date</b> | - <b>As soon as possible</b>          |
| <b>Reference Number</b>     | - <b>VN10-23-11</b>                   |
| <b>Base Salary</b>          | - <b>USD 5,245 monthly</b>            |
| <b>Closing Date</b>         | - <b><u>15 June 2023</u></b>          |

*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:**

Migration from Mexico and Central America to the United States is a longstanding and complex phenomenon. In January 2021, the new United States government created an inter-agency “Family Reunification Task Force” (FRTF) to reunify parents/guardians that were separated as a result of the Zero Tolerance policy and are currently in Guatemala, Honduras, El Salvador and other countries with their children in the United States, as well as to provide a temporary legal migratory status to those that are already in the United States.

Under the general supervision of the FRTF Project Manager at IOM Washington, DC, CORMF office, and the direct supervision of the Family Reunification Task Force (FRTF) National Project Officer, the incumbent is responsible for providing support to and coordination of the FRTF project, with the following duties and responsibilities:

**Core Functions/Responsibilities:**

1. Undertake case management activities for beneficiaries of the Family Reunification Task Force (FRTF) project in an assigned area/s, such as counselling, screening, assisting with program access, scheduling, or programme integrity.
2. Undertake interviews to explain the FRTF to beneficiaries and help them apply for Parole in Place in the United States. This includes collecting biographical information, accurately completing necessary forms, correctly entering data into the database, scanning, photocopying, attaching and filing documents, translating documents as needed, and photographing applicants in accordance with established Standard Operating Procedures (SOPs).
3. Assist with the parole and employment authorization application process and subsequent actions required for parole-in-place (PIP) status in the U.S.
4. Organize and/or schedule appointments, including, if assigned, running ad hoc reports, entering data into schedules, updating schedules, issuing notifications, and/or assisting with general logistics.
5. Support with liaison efforts with the relevant Embassies and Consulates to guarantee all applicants have valid identifications and proper documentation during the process.
6. Coordinate with USCIS for biometric collection processes by providing, if assigned, interpretation, data entry services, logistical support and assisting with notifications as needed.
7. Assist in the efficient and effective management of case files, including, if assigned, duties such as creating new case files, files, keeping accurate and comprehensive track of files through the file tracking system.
8. Coordinate mailings of PiP, AR-11 and I-765 forms to beneficiaries and USCIS as needed; keeping record of tracking numbers and receipts.
9. Update the database with accurate information on beneficiary biographic data, and events.
10. Undertake quality assurance checks of files and case data as directed by supervisor.
11. Provide regular reports on work accomplished.
12. Undertake duty travel as needed.
13. Demonstrate a solid ability to remain professional, impartial and unbiased during all interactions with beneficiaries and colleagues.
14. Maintain and ensure the confidentiality and integrity of all information by implementing control procedures in line with IOM's Data Protection Principles and Code of Conduct, as well as any additional standards established by the donor. Alert supervisor of any non-compliance to SOPs or codes of conduct by staff members.
15. Attend relevant meetings, trainings, and conferences and report back to the office on such events.
16. Perform such other duties as may be assigned.

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

#### **Education**

- Completed secondary education required with five years of relevant working experience

- Bachelor's degree, preferably in Case Management, Social Services, Social Sciences, or a related field, with three years of relevant working experience

### **Experience**

- Excellent computer skills - Word, Excel and Internet
- Experience in conducting interviews of vulnerable populations.
- Experience working as a case worker with migrants for at least two years.
- Experience assisting vulnerable populations to access services within the United States, including support with form submissions.
- Knowledge of migratory context in USA and Central America.

### **Skills**

- Attention to detail and ability to organize
- Strong interpersonal and communication skills
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional background.
- Ability to work independently and with minimal supervision

### **Languages**

For this position, fluency in English and Spanish is required. Working knowledge of Central America's indigenous languages is an advantage.

### ***Required Competencies***

The incumbent is expected to demonstrate the following values and competencies:

**Values** - all IOM staff members must abide by and demonstrate these three 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.**

***How to apply:***

Interested candidates are invited to submit a letter of interest and up-to-date curriculum vitae to [iomdcvn@iom.int](mailto:iomdcvn@iom.int), **quoting reference: VN10-2023-11 by 15 June 2023**, at the latest. Only shortlisted candidates will be contacted.

***Posting period:***

**From 1 – 15 June 2023**