



International Organization for Migration (IOM)
The UN Migration Agency

Open to Internal and External Candidates

Position Title - Senior Project Assistant
Duty Station - Washington DC, United States
Classification - G6
Type of Appointment - Fixed term, one year
Estimated Start Date - 15 November 2023
Reference Number - VN10-2023-15
Base Salary - USD \$72,351
Closing Date - 20 October 2023

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 National Officer position and as such only U.S. Nationals will be considered

Context:

Under the direct supervision of the Emergency Victim Assistance Fund (EVA) Program Coordinator, and the overall supervision of the Chief of Mission of IOM Washington, DC, the Senior Project Assistant will provide support to the US State Department funded “Emergency Victim Assistance Fund for Victims of Trafficking” outside of the United States.

The Emergency Victim Assistance Fund is a US Department of State, TIP Office-funded project launched in 2012 with the aim of providing urgent, short-to-medium term assistance to victims of trafficking worldwide. The project involves extensive case management and reporting to the donor. The Senior Project Assistant will be highly knowledgeable on counter-trafficking with direct experience working with victims of trafficking and case management.

Core Functions/Responsibilities:

1. Manage Cases Related to the Emergency Victim Assistance Fund
2. Assist in day-to-day implementation, particularly in matters related the logistical, financial and administrative aspects of the project. This may include:
3. Responding to program inquiries and confirming receipt of screening forms from IOM Missions and referring partners that are working with victims of trafficking outside of the US;
4. Following-up with referring Missions and partners to gather all necessary information to assist the case, such as known risks;
5. Communicating with IOM Missions and referring US-based NGOs regarding case-work;

6. Offering assistance in working with IOM Missions on reintegration plans and other forms of assistance offered to the beneficiaries;
7. Coordinating with IOM Missions to arrange international travel, airport assistance, and escorts, as needed;
8. Following-up with IOM Missions in country of origin and country of destination for each case to gather all related information;
9. Providing necessary assistance in relation to quarterly and final reports for the project and submit to the Program Manager for review;
10. Assisting in the organization and maintenance Emergency Victim Assistance Fund case data by regularly updating the Emergency Victim Assistance Fund database;
11. Supporting IOM Missions with monitoring of reintegration cases;
12. TDY support to IOM Missions in relation to Emergency Victim Assistance Fund cases (as needed)
13. Assisting in providing quality assurance of case related materials including screening forms, reports, success stories, etc.
14. Review Emergency Victim Assistance Fund case data and independently prepare reports and trends analysis.
15. Support the Unit by attending relevant meetings, trainings, and conferences on trafficking and report back to the office on such events;
16. Undertake duty travel as requested.;
17. Perform other such duties, as may be assigned

Required Qualifications and Experience

Education

- Completed Bachelor's degree, preferably in international relations, social services, social sciences or a related field with two years of professional experience.
- Completed Master's degree a bonus.

Experience

- Experience in directly assisting victims or trafficking and other vulnerable populations.
- Casework background for victims of trafficking
- Highly knowledgeable about counter-trafficking
- Experience with USG donors, IOM, US-based NGOs, and/or government officials
- Understanding of internal and international migration issues and related issues;
- Understanding of IOM policies relating to assistance to vulnerable migrants.

Skills

- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Attention to detail, ability to organize paperwork in a methodical way;
- Discreet, details and clients-oriented, patient and willingness to learn new things;

Languages

For this position, fluency in English is required. Working knowledge of Spanish and French is desirable.

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:

- 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.

Managerial Competencies:

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

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 their CV and cover letter saved **IN ONE CONSOLIDATED PDF Document** and labeled accordingly (i.e., DOE, John – Application to position **VN10-2023-15-Senior Project Assistant**) by **20 October 2023 midnight EST** at the latest, referring to this advertisement in the subject line to **IOMDCVN@IOM.INT**.

- **Proof of COVID-19 vaccination is required.**
- **Please be advised that this is a local position and as such only U.S. Nationals will be considered.**
- Only shortlisted candidates will be contacted.
- No late applications will be accepted.

Posting period:

From 3 to 20 October 2023