



International Organization for Migration (IOM)  
The UN Migration Agency

**Open to Internal and External Candidates**

<b>Position Title</b>	- <b>Senior Program Assistant</b>
<b>Duty Station</b>	- <b>Washington DC, United States</b>
<b>Classification</b>	- <b>G7</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-US10-2023-16</b>
<b>Base Salary</b>	- <b>USD \$85,503</b>
<b>Closing Date</b>	- <b><u>25 November 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 U.S. Nationals will be considered.**

**Context:**

Under the overall supervision of the Chief of Mission and the direct supervision of the Head, Humanitarian Preparedness & Response Coordination Unit, the incumbent will provide administrative and program support to the IOM Washington Country Office. Specifically the post will support on the USAID/BHA funded “shelter and settlements outreach” program, a project established to communicate with US based academia, private sector and NGO leadership on humanitarian shelter and settlements programming. The ultimate goal of the project is to develop partnerships to improve humanitarian outcomes for crisis affected people.

**Core Functions/Responsibilities:**

1. Coordinate the effective implementation of the BHA funded Shelter & Settlements Outreach program.
2. Work to ensure project goals including promoting understanding of shelter and settlements in humanitarian settings are met.
3. Provide day-to-day programmatic and operational support to the shelter and settlements outreach project. Manage the project workplan, regularly ensuring alignment with project budget.

4. Identify key project stakeholders and partners. Identify new project partners in academia and the private sector. Develop and maintain relationships with project partners, ensuring timely contracting and project delivery.
5. Plan, coordinate and implement student competitions established within the project.
6. Support and/or coordinate meetings, conferences or other events related to the program. Ensure that meetings are run effectively.
7. Support implementing partners to conduct project activities.
8. Provide regular reports on project implementation including accomplishments, success stories and inputs for social media.
9. Draft bi-annual and annual project reports and coordinate with Finance for all financial reporting.
10. Ensure compliance with all donor requirements.
11. Assist with the editing of key project proposal documents and deliverables as needed.
12. Maintain and regularly update a matrix of all program activities funded by the donors and others upon request.
13. Develop a strong understanding of the on-line platforms used by the USG for the submission of project applications, including and not limited to SAMS.gov and AAMP.
14. Undertake duty travel within the U.S as needed.
15. Perform any other additional tasks that may be assigned by the supervisor.

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

#### **Education**

The qualified candidate should possess a Bachelor's degree or higher in the Built environment, Political or Social Science, International Relations, or a related field with five years of relevant professional experience.

#### **Experience**

- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural settings.
- Experience in networking, public speaking, leading training sessions and/or workshops.
- Knowledge of humanitarian shelter & settlements, preferably with experience from within humanitarian operations.

#### **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
- Strong writing and editing skills
- Strong research and data analysis skills
- Strong interpersonal and communication skills
- Ability to create new opportunities and leads

- Ability to work independently and with minimal supervision

## Languages

For this position, fluency in English is required.

## **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 **VN10-2023-16-Senior Program Assistant**) by 25 November 2023 midnight EST at the latest, referring to this advertisement in the subject line to [IOMDCVN@IOM.INT](mailto: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 7 to 25 November 2023**