



International Organization for Migration (IOM)  
The UN Migration Agency

## Open to Internal and External Candidates

**Position Title** - Project 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** - VNUS10-2021-13  
**Closing Date** - November 21, 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 Project Coordinator and the overall supervision of the National Policy Officer of IOM Washington, DC, the Project Assistant will provide support to an USAID/BHA funded project(s) under the Diaspora Engagement portfolio by assisting in day-to-day implementation of the project, particularly in matters related to the activities and deliverables of the project. This may include:

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

1. Support IOM Missions and PM with monitoring and implementation of program activities;
2. Collaborate with project partners and other key actors relevant and/or involved in the provision of humanitarian and/or Covid-19 preparedness, response, recovery, and relief in identified countries
3. Work closely with diaspora partners to support the implementation of their activities and other processes (e.g. trainings, reporting)
4. Record lessons learned from projects implementation and coordination, in order

- to inform the humanitarian sector on readiness strategies and humanitarian coordination;
5. Provide necessary assistance in relation to quarterly and final reports for the project and submit to Program Manager for review;
  6. Follow up with IOM Missions on missing documentation or follow up information as needed;
  7. Keep project records organized and maintain and regularly update a matrix of all program activities;
  8. Attend relevant calls and meetings, with the different stakeholders including the donor, the larger humanitarian community, IOM missions in countries of origin of the diaspora, and diaspora organizations.
  9. Perform research and outreach activities as necessary to support project activities
  10. Support monitoring and evaluation activities as necessary
  11. Undertake duty travel as requested;
  12. Perform other such duties, as may be assigned.

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

#### **Education**

- Completed Bachelor's degree, preferably in Social Services, Social Sciences, or a related field with three years of professional experience; or
- High School Degree with five years of professional experience.

#### **Experience**

- Previous experience in humanitarian assistance
- Experience with USG donors, IOM, US-based NGOs, and/or government officials
- Understanding of internal and international migration issues and related issues
- Experience working with diaspora organizations a strong advantage

#### **Skills**

- In depth knowledge of the migration-related subject areas dealt with by the Organization; and
- Strong analytical and communication skills
- Ability to coordinate with multiple stakeholders on complex issues
- Ability to work under tight timelines and multi-task
- Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds
- Personal commitment and drive for results.
- Highly organized and able to work independently with tight deadlines.

#### **Languages**

For this position, fluency in English is required. Proficiency in Spanish and/or 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** – 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: VNUS10-2021-13 by November 21, 2021**, at the latest.

Only shortlisted candidates will be contacted.

### ***Posting period:***

Extended to 21 November 2021