



VN/MY10/2023/009
Open to Internal and External Candidates

Position Title : **Senior Project Assistant (Migrant Protection and Assistance)**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : *Grade 6 equivalent*
Type of Appointment : *UNOPS - ICA*
Estimated Start Date : **As soon as possible**
Closing Date : **June 7, 2023**

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. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

IOM Malaysia works on a variety of migration issues including collaborating with the government, migrants, NGOs and other partners to combat trafficking of migrants, strengthen border management, address forced labour, public health concerns, migrant exploitation and support stranded and vulnerable migrants through Assisted Voluntary Return and Reintegration (AVRR) projects and direct assistance.

Under the overall supervision of the Chief of Mission (COM) and the direct supervision of the Programme Coordinator, the successful candidate(s) will work across all projects relating to providing assistance to migrants including stranded and vulnerable migrants, victims of trafficking (VoTs), migrants in detention, migrant workers affected by the COVID-19 pandemic, and other populations. IOM's Migrant Protection and Assistant Unit works in a variety of methods including coordinating with the government on safe migration policy, conducting research on migration trends and practices, coordinating with partners, as well as interviewing and engaging directly with migrants.

The incumbent(s) will ensure the successful implementation of the activities and programmes of the IOM Malaysia MPA Unit and contribute towards IOM's assistance to the Government of Malaysia's efforts on safe, orderly and dignified migration management.

Core Functions / Responsibilities:

1. Under the supervision of the Programme Coordinator and the overall supervision of the Chief of Mission, lead the successful planning, preparation, coordination, implementation and monitoring of project activities.

2. Organize and participate in meetings and conferences, trainings and field visits; maintain effective liaison and coordination with local authorities, partners, United Nations agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
3. Monitor the implementation of the project(s) and prepare periodic and ad-hoc reports/briefings/presentations on the progress of the project implementation which shall include reporting on the budget flow. Identify issues and deviations; propose and initiate remedial actions.
4. Attend and represent IOM in relevant meetings and events related to the project or to IOM in general and ensure necessary reporting.
5. Work closely with project consultants contracted as well as relevant stakeholders to provide expert advice, research and briefings on migration management issues.
6. Act as focal point for administrative coordination of project implementation, involving liaison with internal organizational units to initiate requests, obtain necessary clearances, follow-up on administrative actions, etc., related to project implementation.
7. Support knowledge management and learning through maintaining project archives/ records of activity reports, capacity building tools, administrative documents, etc.
8. Perform any other duties as may be assigned.

Required Qualifications and Experience

Education;

- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law or related fields from an accredited academic institution, with four years of relevant professional experience; or
- High School Degree/Certificate with at least six years of relevant professional experience.

Experience;

- Experience in liaising with governmental authorities, national/international institutions, United Nations agencies and non-governmental organizations;
- Experience in working with migrants, refugees, internally displaced persons, persons in detention, and other vulnerable groups;
- Demonstrated experience in project management and implementation;
- Prior work experience with international humanitarian organizations, non-government or government institutions/organization in a multi-cultural setting is an advantage.

Skills;

- Excellent computer and writing skills;
- Strong coordination, negotiation, mobilizing and facilitation skills.

Languages;

- English (Fluent in oral and writing)
- Working knowledge of Bahasa Malaysia, Mandarin and/or Tamil are an advantage.

Required Competencies

Values

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

- 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 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.

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 & 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 and verification of residency, visa and authorizations by the concerned Government, where applicable.

How to apply:

Interested candidate are invited to submit their application via email to vnionkualalumpur@iom.int indicating the reference code above (VN/MY10/2023/009) as subject. The deadline for applications is **June 7, 2023**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;
- c) duly completed IOM Personal History Form (may be downloaded from  [PHF \(1\).xlsx](#))

Only shortlisted candidates will be contacted.

Posting period: May 25 to June 7, 2023