



VN/MY10/2023/010
Open to Internal and External Candidates

Position Title : **Project Assistant (MPA)**
Duty Station : **Kuala Lumpur, Malaysia**
Classification : *Grade 5 equivalent*
Type of Appointment : *UNOPS ICA*
Estimated Start Date : **As soon as possible**

Closing Date : **June 7, 2023**

IOM is committed to a diverse and inclusive environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidate.

Context:

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.

The IOM Programme Unit focuses 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, migrant exploitation and support stranded and exploited migrants through the IOM Assisted Voluntary Return and Reintegration (AVRR), and provide direct assistance to vulnerable populations including migrants and refugees.

The incumbent of this position will also engage with other United Nations Agencies to provide general technical support for the inclusion of migration issues into areas of UN common engagement. Activities will include attending meetings, drafting reports and conducting research.

Under the overall supervision of the Chief of Mission and Programme Coordinator, and under the direct supervision of the Senior Project Assistant, the incumbent will contribute towards IOM's assistance to the Government of Malaysia's efforts on safe, orderly and dignified migration management including through supporting effective, coordinated, multisectoral responses that protect all people, including migrants and refugees.

Core Functions / Responsibilities:

- Assist in the implementation and monitoring of project activities relating to the IOM work on migrant protection and assistance.
- Retrieve, compile, summarize, analyse, and present information/data on specific project topics.



- Assist to monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
- Provide general technical and administrative assistance in the preparation of proposals for new projects concerning migrant and refugee.
- Act as focal point for administrative coordination of project implementation, involving extensive liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
- Draft status reports, identifying shortfalls in delivery, bring them to the attention of the supervisor and suggest remedial actions.
- Draft correspondence on project issues; prepare and update reports, briefing notes, graphics, statistical tables, presentation and other forms of documentation.
- Respond to complex information requests and inquiries; set up and maintain files/records; organize meetings, workshops and training sessions;
- Participate in meetings and conferences; assist in coordinating implementation activities with local authorities, partners, United Nation agencies, intergovernmental and non-governmental organizations, donors and other stakeholders relevant to the project.
- Assist in monitoring work of implementing partners and report non-compliances to the supervisor.
- Provides guidance/training to new/junior staff.
- Perform other related duties as assigned.

Required Qualifications and Experience

Education

- Diploma with five years of relevant experience;
- 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 three 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, victims of trafficking and other vulnerable groups; and,
- 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.
- Ideal candidate will have a positive attitude and be a problem-solver

Languages



- Excellent in written and spoken English. Working knowledge of Bahasa Malaysia, Mandarin and/or Tamil are an advantage.

Required Competencies

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 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 vniumkualalumpur@iom.int indicating the reference code above (VN/MY10/2023/010) 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 (please download and complete the [PHF \(1\).xlsx](#) form)

Only shortlisted candidates will be contacted.

Posting period: May 25, to June 7, 2023