



VN/MY10/2024/004
Open to Internal and External Candidates

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

Closing Date : **February 19, 2024**

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 environment. Applications from qualified female candidates are especially encouraged. For the purpose of the vacancy, internal candidates are considered as first-tier candidate.

Context:

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IOM began operating in Malaysia over 40 years ago. The Program Unit, which this position sits in, 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 with Assisted Voluntary Return and Reintegration (AVRR) and direct assistance.

The incumbent of this position will specifically focus on a migration protection project titled 'Addressing Rohingya refugees and Other Migrant Protection Risks due to COVID-19 and maritime and land movements.' Through this project, IOM will set up awareness raising activities with national and subnational stakeholders, communities and media sources in order to share fact-based information about preparedness and response measures to COVID-19 and the protection risks of Rohingya refugees and vulnerable migrants. An information campaign and risk communication initiatives will be organized to protect them from xenophobia in the context of the pandemic. IOM will provide targeted technical support to authorities managing the arrival of refugees, asylum seekers and migrants to strengthen and adapt their COVID-19 response to support authorities and partners to be better prepared to manage disembarkation and land arrivals.



The incumbent will also focus on engagement 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 Head of Office, and under the direct supervision of the National Programme Officer (Migrant Protection and Assistance), 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.
- 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

High School diploma with five years of relevant experience; or,

- Bachelor's degree in political or social sciences, International Relations, Development Studies, Migration Studies, Human Rights, Law, Psychology 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

- Proficient computer skills, including Microsoft Office Suite
- Word processing, spreadsheet management and database management experience.
- Good interpersonal skills and communication with all levels of management
- 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 vnionkualalumpur@iom.int indicating the reference code above (VN/MY10/2024/004) as subject. The deadline for applications is **February 19, 2024**.

Applications should include:

- a) a cover letter, indicating the dates of availability;
- b) a curriculum vitae;

Only shortlisted candidates will be contacted.
Posting period: February 6 to February 19, 2024