



IOM International Organization for Migration

## VACANCY NOTICE

Position	: <b>Project Assistant</b>
Organizational Unit	: <b>Programmes (10017153)</b>
Duty Station	: <b>Pohnpei, Federated States of Micronesia</b>
IOM Classification	: <b>G-5</b>
Type of Appointment	: <b>One Year Fixed Term, with possibility of extension</b>
SVN No.	: <b>VN FM 2023_003</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>06 February 2024</b>

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. To the vacancy, internal candidates are considered as first-tier candidates.

### **Context:**

Under the overall supervision of the Project Coordinator (Community Resilience) in Pohnpei, FSM and the direct supervision of the Project Officer (Community Resilience) in Pohnpei, the successful candidate will assist in internal administrative processes and internal and external monitoring of civil-society organizations (CSOs), non-governmental organizations (NGOs), and community working groups in the Federated States of Micronesia, contributing to the timely implementation of project activities in accordance with IOM policies, standards, and commitments.

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

1. Assist in the administrative duties pertaining to planning and coordinating virtual and in-person meetings with relevant government and non-government partners in Pohnpei, Chuuk, Kosrae and Yap.
2. Assist in the coordination, implementation, monitoring, and timely reporting of programme activities and deliverables to support a smooth project implementation and close adherence to the programme's workplan. Assist in the preparation of reporting and procurement procedures related to the project.
3. Assist to plan, organize, and conduct, community outreach, including meetings, workshops, trainings and/or focus group discussions to build climate change adaptation capacity, including on water and food security, and evacuation shelters.
4. Follow-up the correct and timely completion of required administrative forms in a timely manner in order to facilitate the implementation of program activities in accordance with the programme's workplan.
5. Collect and verify the completion and authenticity of documents, data and other inputs, to the extent possible. Documentation may include but it is not limited to attendance sheets, photo documentation, logbooks, etc.
6. Assist in developing capacity-building trainings on project implementation for CSOs and NGOs. Translate material as necessary.

7. Conduct regular monitoring of Awards implemented across FSM. Directly visit sites in Pohnpei to conduct monitoring and update the Project Officer regularly on progress. Assist in the administrative requirements for accurate monitoring of the program, including monthly reports and Notes for Files (NFF).
8. Monitor that NGOs are completing monthly reports and filing receipts as necessary.
9. Strictly adhere to IOM's policies and procedures including prevention of sexual exploitation and abuse and promotion of a respectful work environment.
10. Participate in staff development and training processes.
11. Undertake work related travel at the request and approval of the CoM.
12. Perform such other duties as may be assigned.

**Required Qualifications and Experience:**

- Bachelor's degree preferably in business administration, social science or any related field with three years of professional work experience; and/or
- High school diploma with at least five years of relevant professional experience.
- Experience in community projects and/or community outreach
- Strong understanding of climate change related issues across FSM.
- Strong knowledge of government and non-government organizations, as well as UN and embassies, operating across FSM.
- Previous relevant experience in international organizations or development organizations would be an advantage.
- Experience in writing reports and filing documents is desirable.
- Experience working with local vendors and procurement processes is highly desirable.

**Skills:**

- Understanding of local community development, trends, cultural practices traditions in an island setting
- Skills in communication and people management
- Excellent planning and organizational skills with ability to prioritize multiple tasks and meet deadlines required.
- Good interpersonal skills, diligence, open mindedness and dedication.

**Languages:**

Fluency in English and Pohnpeian (oral and written); Working knowledge of any other Micronesian languages is an advantage.

**Required Competencies:**

The incumbent is expected to demonstrate the following competencies:

**Values:**

- Inclusion and respect for diversity respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintain 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.

Only candidates residing in the country of the duty station within commuting distance of the duty station will be considered.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements (if applicable), and security clearances (if applicable).

Women with the above qualifications are encouraged to apply.

**How to apply:**

Interested candidates are invited to submit their applications via email to [HRmicronesia@iom.int](mailto:HRmicronesia@iom.int) indicating position applied on subject line by **Tuesday, 06 February 2024**.

In order for the applications to be considered valid, IOM only accepts applications with a cover letter not more than one page specifying the motivation for application, addressed to **Human Resources, International Organization for Migration (IOM)** and with a subject line **VN FM 2023\_003 – Project Assistant, Pohnpei**.

All applications should include a functional email address, mobile numbers, and detailed curriculum vitae (CV).

**Please note only shortlisted candidates will be contacted.**

**Posting period:**

From 17.01.2024 to 06.02.2024