



Open to Internal and External Candidates

SVN: TL-002/2024

Position Title	:	Project Assistant (2 Positions)
Duty Station	:	Dili, Timor-Leste
Classification	:	<i>General Service Staff, Grade G4</i>
Type of Appointment	:	<i>Special Short Term (SST), Graded</i>
Start Date	:	As Soon as Possible
Closing Date	:	11th April 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.

Context:

Under the overall supervision of the Chief of Mission (CoM) in Timor-Leste and direct supervision of the Programme Manager (Emergency and Post-Crisis), the successful candidate will be responsible and accountable for managing the operations in IOM Timor-Leste.

Core Functions / Responsibilities:

1. Assist in the implementation and monitoring of project activities.
2. Retrieve, compile, summarize, and present information/data on specific project topics.
3. Monitor budget; verify availability of funds; obtain necessary approval and update budget related information.
4. Support administrative coordination of project implementation, involving liaison with diverse organizational units and external parties to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, etc.
5. Draft status reports, identifying shortfalls in delivery and bringing them to the attention of the supervisor.
6. Draft correspondence, reports, briefing notes, graphics, statistical tables, presentations and other forms of documentation.
7. Organize meetings, workshops and training sessions.
8. Respond to general information requests and inquiries; set up and maintain files/records.
9. Perform other related duties as assigned.

Required Qualifications and Experience

Education

- School diploma with four years of relevant experience; or,
- Bachelor's degree in Political or Social Sciences, International Relations, Development Studies, Migration Studies, related fields from an accredited academic institution with two 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

- In depth knowledge of the broad range of migration related subject areas dealt with by the Organization; and,
- Knowledge of UN and bilateral donor programming.
- Knowledge of coordination and project implementation

Languages

- Fluency in English and Tetum (oral and written).
- Working knowledge of Portuguese and/ Bahasa Indonesian is an advantage.

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.

How to apply:

Please send your i) **application letter**, ii) **CV** and iii) **Personal History Form (PHF)** to the email address: hrfocalpoint-timor-leste@iom.int with mention the reference code:

SVN: TL-002/2024 followed by your full name in the subject line.

Other

- Any offer made to the candidate in relation to this short vacancy notice is subject to funding confirmation.
- Applications submit directly to IOM Office will not be considered.
- Post is open only to national of the country. Only short-listed candidates will be contacted.
- Appointment will be subject to certification that the candidate is medically fit for appointment.
- Only shortlisted candidates will be called for assessment.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with required documents will be excluded from consideration.

Posting period:

From 28.03.2024 to 11.04.2024