Position Title: Project Assistant (Economic Integration)
Duty Station: Brasília, Curitiba, Porto Alegre, and Rio de Janeiro, Brazil (1 vacancy each)
Classification: National Staff – Ungraded
Type of Appointment: Special Short Term, 3 months, with possibility of extension
Estimated Start Date: As soon as possible
Closing Date: 04 January 2020

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:

IOM in Brazil with funding from the United States Agency for International Development (USAID) is currently implementing project “Economic Integration of Vulnerable Nationals from Venezuela in Brazil”. The project aims to contribute to the economic integration of vulnerable nationals from Venezuela and other neighboring countries in Brazil by ensuring access to sustainable livelihoods and employment opportunities. This will be achieved through cooperation with the private sector, government bodies and civil society partners. Through capacity-building activities, of private sector employers and local stakeholders, the project aims to ensure that they have the capacity to hire, support and absorb migrants in their companies and communities.

The project will support the Government of Brazil’s broader “interiorization” program which relocates willing Venezuelans from the remote border region of Roraima to larger population centers. In particular, the action will be implemented in the following states: Federal District, Parana, Rio de Janeiro, Rio Grande do Sul, Santa Catarina and São Paulo. The project aims to enhance migrants’ access to formal employment and livelihood opportunities through vocational and entrepreneurship training; support for income generation opportunities; language training; and, job placement programs. To prevent exploitation, the program will also strengthen migrants’ awareness and exercise of their rights and ability to access assistance and services.

Under the overall supervision of the Chief of Mission and the Program Manager, the Project Assistants will support the project implementation activities in Brasilia, Curitiba, Porto Alegre, and Rio de Janeiro, (1 assistant to each Duty Station). In particular he/she will have the following responsibilities:
Core Functions / Responsibilities

1. Act as IOM focal point and directly support project implementation in either Rio de Janeiro, Brasilia, Curitiba or Porto Alegre.

2. Represent IOM with stakeholders from municipal and state governments, private sector, migrant organizations, training centers, UN Agencies, Operação Acolhida, and civil society organizations involved in the implementation of the project or other IOM activities.

3. Monitor and follow up on project work plan and other actions implemented by IOM in Rio de Janeiro, Brasilia, Curitiba or Porto Alegre.

4. Support preparation of progress and other reports and ensure proper information exchange on all operational aspects of the project with the Project Coordinator in Brasilia.

5. Identify new project possibilities in relation to economic integration of migrants and expressed governmental needs, donors’ priorities and in line with IOM’s mandate and strategy.

6. Participate actively at relevant seminars and meetings, as well as other events aimed at promoting IOM’s image and activities.

7. Undertake site visits and duty travel as required relating to project implementation/coordination, liaison with counterparts, problem solving, and adaptation of activities to the different operational contexts as required.

8. Support and facilitate data collection, elaboration of project reports

9. Support the development of partnerships with private sector partners in area of responsibility to enhance employment opportunities for migrants.

10. Support development of partnerships with the local education and training center for the inclusion of youth in formal and non-formal education and training programmes.

11. Promote and support implementation of capacity building activities for local stakeholders.

12. Support development and dissemination of project informational and communication materials

13. Perform other duties as may be assigned.

Required Qualifications and Experience

Education

- Post-graduate/master’s degree in Human Resources, Marketing, Social Sciences, International Relations, Law, Public Policy or a related field from an accredited academic institution.
• Academic BA in Marketing, Human Resources, Social Sciences, International Relations, Law, Public Policy or a related field from an accredited academic institution.

Experience

• Experience in project management and coordination, including managing Migrant Assistance and Migrant Integration projects with a Government or UN agency, or a regional or international organization;
• Experience implementing similar projects in economic integration;
• Minimum four years of professional experience in activities related to labour insertion, entrepreneurship, private sector engagement, migration, refuge and statelessness.

Languages

• Required: Portuguese (fluent); English (working knowledge)
• Advantageous: Spanish (working knowledge)

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: 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

• 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.

**Notes**

The appointment is subject to funding confirmation.

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

**Applications**

Interested candidates should send the following documents to iombrazil@iom.int, indicating in the subject field CV PROJECT ASSISTANT (INTEGRATION) BSB (for Brasília candidates), CV PROJECT ASSISTANT (INTEGRATION) CWB (for Curitiba candidates), or CV PROJECT ASSISTANT (INTEGRATION) RIO (for Rio de Janeiro candidates), from 24 December 2019 to 04 January 2020:

• Curriculum Vitae (English, pdf) – maximum 3 pages.

• Motivation Letter (English, pdf) – maximum 3 pages.

• Two professional references – Name, Occupation, Relationship, Phone, and E-mail.

Only pre-selected candidates for interviews will be contacted. Please refrain from sending unsolicited information.