



Open to internal and external candidates

**TERMS OF REFERENCE**

Position Title	: <b>Project Assistant</b>
Duty Station	: <b>Manaus, Brazil</b>
Classification	: <b>National Staff</b>
Type of Appointment	: <b>Special Short-Term Ungraded</b>
Estimated Start Date	: <b>As soon as possible</b>
Closing Date	: <b>18 March 2024</b>

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, inter-governmental and non-governmental partners. With 175 member states, a further 8 states holding observer status and offices in over 100 countries, IOM, the UN Migration Agency, 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. Brazil is a Member State of IOM since 2004.

***Context***

Under the overall supervision of the Chief of Mission (CoM) in Brazil and direct supervision of the Project Coordinator; the Project Assistant will be responsible and accountable for the following:

***Responsibilities and Accountabilities***

- Assist in the implementation and monitoring of programme activities, including field activities.
- Support administrative coordination of program implementation, involving 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
- Organize meetings, workshops and training sessions
- Respond to general information requests and inquiries; set up and maintain files/records
- Participate in meetings and conferences; assist in coordinating implementation with local authorities, partners, United Nations agencies, intergovernmental and

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**Organização Internacional para as Migrações (OIM)**

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non-governmental organizations, and other stakeholders relevant to the Migration, Environment, Climate Change and Risk Reduction programming

- Assist in monitoring work of implementing partners and report non-compliances to the supervisor
- Perform such other duties as may be assigned.

### ***Required Qualifications and Experience***

#### **EDUCATION**

- University Degree in the areas of Environmental Sciences, Agronomy, Engineering or related areas by an accredited university. Master's degree is desirable.

#### **EXPERIENCE**

- Previous experience of a minimum of one year of relevant work experience
- Previous experience of a minimum of one year working with indigenous and/or traditional peoples
- Previous experience in and knowledge of Migration, Environment, Climate Change and Disaster Risk Reduction is desirable
- Experience working with a team of colleagues from diverse cultures and professional backgrounds.

#### **SKILLS**

- In-depth knowledge of the broad range of migration-related subject areas dealt with by the Organization; and,
- Knowledge of environmental rules and regulations.
- Good organizational, time management and prioritizing skills.
- Ability to analyse problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Ability to multitask and work under pressure to meet deadlines.

#### ***Languages***

IOM's official languages are English, French, and Spanish.

#### **REQUIRED**

For this position, fluency in Portuguese and advanced knowledge in Spanish is required (oral and written).

## DESIRABLE

English is desirable.

### *Competencies*

The incumbent is expected to demonstrate the following values and competencies:

**VALUES** – All IOM staff members must abide by and demonstrate these five values:

**Inclusion and respect for diversity:** Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

**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.

**Courage:** Demonstrates willingness to take a stand on issues of importance.

**Empathy:** Shows compassion for others, makes people feel safe, respected and fairly treated.

### **CORE COMPETENCIES** – Behavioral indicators (level 2)

**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 actions 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.

### ***How to apply***

Interested candidates should send Curriculum Vitae in English only in pdf format to [iombrazil@iom.int](mailto:iombrazil@iom.int), until 18 March 2024, stating in the subject field PROJECT ASSISTANT MECR - MAO

Only shortlisted candidates will be contacted.

### ***Posting period***

From 04.MAR.2024 to 18.MAR.2024.