



Open to internal and external candidates

TERMS OF REFERENCE

Position Title	:	Project Assistant
Duty Station	:	Cuiabá, Brazil
Classification	:	National Staff
Type of Appointment	:	Special Short-Term Ungraded
Estimated Start Date	:	As soon as possible
Closing Date	:	02 May 2024

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 Project Coordinator in Brasília, and in close coordination with the Senior Programme Integration Manager and collaboration with relevant units at Headquarters and the Administrative Centers, the successful candidate will be responsible and accountable for the following:

Responsibilities and Accountabilities

- Provide assistance and support to the coordination with civil society, government, private sector entities and academic institutions in order to facilitate the development, implementation and monitoring and evaluation of assigned programs/projects;
- Provide support in outreach activities and in the development of partnerships with private sector partners in area of responsibility to enhance employment opportunities for migrants;
- 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;
- Assist the preparation of progress and other reports and ensure proper information exchange on all operational aspects of the project with the Project Coordinator;
- Undertake site visits and duty travel as required relating to project

Organização Internacional para as Migrações (OIM)

Setor de Autarquias Sul, Quadra 05, Bloco N, Ed. OAB, Salas 401 a 412 • Asa Sul • Brasília-DF, Brasil • CEP 70070-913
Tel.: +55 61 3771.3772 • E-mail: iombrazil@iom.int • Website: brazil.iom.int



implementation/coordination, liaison with counterparts, problem solving, and adaptation of activities to the different operational contexts as required;

- Provide support for the implementation of capacity building activities for local stakeholders;
- Assist in performing various assignments, in collaboration with national counterparts, by planning, organizing, managing logistics, and facilitating different events and activities in their administrative and organizational aspects with local governments, private sector, civil society and migrants;
- Perform administrative tasks related to travel, contracts, purchases, payments, and others.
- Perform other work-related tasks, as required.

Required Qualifications and Experience

EDUCATION

- University Degree in International Relations, Social Sciences, Economics, or related areas by an accredited university with at least 2 years of relevant experience.

EXPERIENCE

- Experience implementing vocational training and employability projects;
- Experience implementing and monitoring social and economic integration projects in partnership with government, civil society, UN, or private sector actors;
- Ability to establish and maintain strong working relations with relevant government counterparts, civil society, international organizations and private sector entities;
- Relevant field experience related to migration, refugee and statelessness population;
- Experience performing administrative tasks;
- Experience with project reporting.

SKILLS

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, until 02 May 2024, stating in the subject field PROJECT ASSISTANT - MT

Only shortlisted candidates will be contacted.

Posting period

From 18.April.2024 to 02.May.2024.